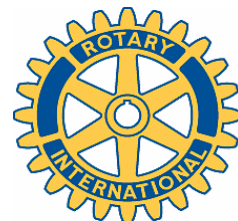




Rotary District 7610

Leadership Plan and Procedures Manual 2006

Rotary International



Acknowledgement

This Leadership Plan and Procedures Manual was produced by the District 7610 Leadership Plan Revision Task Force, comprised of the following Rotarians:

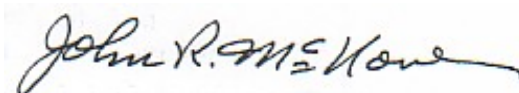
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Authority

This Leadership Plan and Procedures Manual was approved by clubs at the Rotary District 7610 Conference on April 30, 2006, and supersedes all previous District 7610 Leadership Plans and District 7610 Organization, Policy and Procedures documents. In addition, the procedures detailed for the Governor's Nominating Committee were separately approved in a resolution by club electors as required in the RIMOP.



John R. McKone
Governor 2005-06
Rotary District 7610

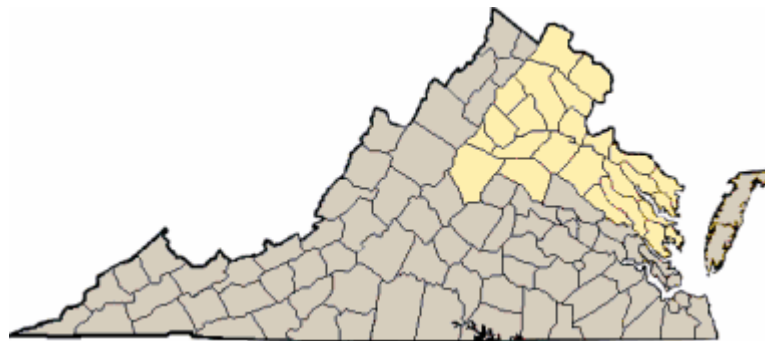
Rotary International District 7610



Leadership Plan and Procedures Manual Approved April 30, 2006

The purpose of the Leadership Plan and Procedures Manual is to provide guidelines and assist the district officers and district leadership team, under the direction of the governor, to function more effectively in support of the clubs. This Manual should also help strengthen Rotary at the district and club levels by providing faster and more responsive support to clubs; a larger supply of well-trained leaders in the district; improved participation in Foundation programs and district-level RI activities; and a more challenging role for the governor as an innovative leader.

The Manual is published every three years, unless revised sooner, with a copy being sent to each District 7610 Rotary club and the RI General Secretary and RI District Administrator.



District Boundaries

USA – Virginia, that portion east of western boundaries of Loudoun, Fauquier, Rappahannock, Madison, Greene, and Albemarle counties, and north of southern boundaries of Albemarle, Louisa, Spotsylvania, Caroline, King William, Queen, Gloucester, and Mathews counties, and west of Chesapeake Bay.

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Introduction

This Leadership Plan and Procedures Manual is designed to provide guidelines and to assist the district officers, district leadership team, and other committee chairs to, under the direction of the district governor, function more effectively.

Purpose

- To provide opportunities of service and involvement for Rotarians,
- To assure continuity of district leadership,
- To clarify responsibilities and roles of district leaders and committees,
- To provide closer linkage between the district and club committees.

Intent

This Manual is intended to supplement and/or clarify the provisions of the *Rotary International Manual of Procedure* and the *Rotary Code of Policies* and in no way shall interfere with or supersede the provisions of these RI publications.

History

District 7610 has had district bylaws or policies and procedures since 1988 when it was first created by splitting a large District 760 into two smaller districts, 760 and 761. In 1991, Rotary International added a zero, and the district became 7610. In 1998, the district adopted a District Leadership Plan that was modified in 2002 as required by Rotary International to bring the district plan into conformity with Sections 17.020.1-17.040.4 of the *Rotary Code of Policies* (RCP). This Manual combines that District Leadership Plan with the District Organization, Policies and Procedures, bringing the combined document into compliance with the 2004 *RI Manual of Procedure* and the *Rotary Code of Policies* dated February 2006.

DISTRICT 7610 LEADERSHIP PLAN AND PROCEDURES MANUAL

<h2>Section 1 District Administration</h2>

1.0 District Administration

The district administration shall exist solely to help the individual Rotary club advance the Object of Rotary. Participation in district activities is open to all Rotarians. The appointment to district positions of past club presidents and past district governors is encouraged.

1.1 Organization and Procedure

The district governor is the only Officer of Rotary International in the district and serves as the district administrator. The governor is assisted by assistant governors, other district officers and directors, committee chairs and the district executive secretary. The governor operates under the supervision of the RI President and Board of Directors.

1.2 Conflict of Guidelines and Procedures with Rotary International Documents

Nothing in this manual is intended to take precedence over the RI Constitution and By-Laws or the procedures of RI as contained in the latest edition of the *RI Manual of Procedure* (RIMOP) and the *Rotary Code of Policies* (RCP). In the event of a conflict between this district manual and the governing documents of RI, the RI documents will prevail. This district 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.

1.3 Communications Policy

Rotary club members are urged to communicate requests or problems first to club leadership; if not resolved, club leadership is urged to communicate with their assistant governor; if not resolved, the assistant governor is urged to communicate with the appropriate district committee chair, other assistant governors, or other district officers, as appropriate; if not resolved, the problem shall then be addressed to the governor. The governor will communicate with the club presidents directly and/or through the assistant governors. When the governor communicates on regular business directly to the club president(s), the assistant governor and the appropriate district committee chair will be copied. To enhance continuity, the governor will copy the governor-elect and governor-nominee on communications likely to affect subsequent administrations.

1.4 Transfer of Information and Records (Page 26, RIMOP)

The governor shall provide to the governor-elect, prior to the date of the International Assembly, full information as to conditions of clubs in the district with recommended action for strengthening clubs. At the end of the Rotary year, the governor shall transfer to the governor-elect all continuing district records that are not available in the district office.

1.5 The District Fund (Pages 39-40, RIMOP)

All funds of the district and Rotary International, except District Simplified Grant monies which shall be deposited in a separate fund, shall be deposited and maintained in the district fund and shall be used solely for payment of 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 shall be on a *per capita* basis. The amount of such *per capita* levy shall be approved each year in connection with the adoption of the district budget as outlined in the RIMOP, page 39.

1.6 Promulgation

The district governor shall ensure that a current copy of this Manual is distributed to all club presidents and secretaries, assistant governors, other district officers and directors, district committee chairpersons and past district governors. A copy of the current Manual shall also be maintained at the district office and shall be posted on the district web site.

1.7 Insurance

The district and all clubs shall participate in the mandatory liability insurance program provided by or through Rotary International. Each club shall be responsible for the payment of such assessment as required each year by RI for such coverage.

The district shall also procure and maintain property and casualty insurance, providing for replacement coverage of all district equipment and other personal property and shall maintain Worker’s Compensation Insurance covering the district executive secretary. The district may, from time to time, procure additional insurance as deemed necessary by the district governor and the finance committee.

**Section 2
District Officers**

2.0 District Officers

The officers of the District shall be the elected governor, governor-elect and governor-nominee; and the secretary, treasurer and assistant governors who shall be appointed by the governor. Each shall have duties as prescribed below.

2.1 Governor (Pages 25-27, RIMOP)

The governor is the officer of RI in the district, functioning under the general control and supervision of the RI Board. The status, qualifications and duties of the governor are stated in the above referenced section of the *RI Manual of Procedure*. Previous experience as an assistant governor is desirable, but not required.

2.2 Governor-Elect (Page 27, RIMOP; RCP 19.040, 58.040, 58.050)

The requirements and duties of the governor-elect are as stated in the above referenced section of the *RI Manual of Procedure* and also include chairing the Personnel Committee and quarterly District Advisory Council meetings. Duties can include additional assignments by the district governor. The governor-elect shall attend the International Assembly and the Governors-elect Training Seminar.

2.3 Governor-Nominee (Pages 23-25, RIMOP)

The qualifications of a governor-nominee along with the selection time-line are as stated in the above referenced section of the *RI Manual of Procedure*. Duties include acting as recording secretary for the Finance and Personnel Committees and the Council of Governors meetings and can include additional assignments by the district governor. The governor-nominee shall attend any appropriate training offered by zone.

2.4 Secretary

The district secretary shall be a Rotarian, named each year by the DGE prior to assuming office as governor, and shall perform such duties as required by the district governor including, but not limited to:

- a) Providing sessions for the club secretaries at all appropriate training seminars;
- b) Attending all district training functions, quarterly District Advisory Council meetings and other district events as deemed appropriate by the governor;
- c) Taking, preparing and distributing to the district leadership minutes of district events as deemed appropriate by the governor;
- d) Providing reports at the end of the Rotary year confirming district membership development and retention award winners;
- e) Requesting all committee chairs to provide minutes of their meetings to the executive secretary for district information distribution; and
- f) Transferring records to the successor secretary in a timely fashion at the end of the secretary's term of office and providing appropriate training to the successor.

2.5 Treasurer (Page 40, RIMOP)

The district treasurer shall serve as an *ex officio*, voting member of the Finance Committee. He/she provides financial skills, continuity and knowledge to the leadership team and is responsible for the financial function within the district. The individual should be familiar with finance, accounting, and bookkeeping practices but does not need to be an accountant or CPA. It is recommended that the treasurer serve not less than two or more than three years.

The treasurer shall (*District Finance Committee Administrative Policy #4A, 9-13-03*):

- a) Use software such as QuickBooks to ensure ease of record transfers from year-to-year, continuity, and uniformity of accounting records;
- b) Use assigned account numbers to ease classifications and to facilitate audit;

- c) Backup all records and accounts on a bi-weekly basis. These backup records shall be transferred to the District 7610 office to be secured and stored by the executive secretary.

The treasurer shall (*District Finance Committee Administrative Policy #3A, 9-13-05*):

- a) Pay a bill, invoice, statement or expense report only with the expressed written authorization of the responsible district officer, chairperson, assistant chairperson or district executive secretary who has knowledge of and responsibility for the expenditure of such funds;
- b) Obtain written authorization in the form of initials or signature on the bill, invoice, statement, or expense report or an email, fax or other written communication identifying the specific expenditure, and providing authorization for payment;
- c) Be exempt from obtaining written authorization for any bank service charges, investment account service charges, bills from Rotary International for dues, supplies, manuals, assessments and related charges. All other items of charge for which a signature can not be otherwise readily obtained, should be detailed by the treasurer for written approval by the district governor, or his or her designee;
- d) Ensure that cash receipts, credit card charges, checks and other evidence of monies paid to the District are accompanied with a detailed list and reconciliation of monies received and transmitted directly to the treasurer. Such listing should reconcile the number and type of registrations, contributions received, quantity of goods sold, or expenses reimbursed to the amounts received.
- e) Direct the responsible district officer, chairperson, assistant chairperson, registration personnel, or the district executive secretary, or their designees to prepare such a detailed listing, and communicate it to the treasurer along with the actual funds received for deposit to the district's bank accounts. The treasurer will be responsible for reconciling such cash receipts with the detailed listings when depositing funds to the bank accounts, and notifying the responsible persons of any discrepancies.

Other duties of the treasurer include but are not limited to:

- a) Assisting in the preparation of the district budget, working with the governor-elect and the Finance Committee;
- b) Sending, not later than July 1st, an invoice for annual district dues to all clubs. Dues shall be based on the club's membership as of June 30th.
- c) Maintaining all district bank accounts, reconciling all accounts on a monthly basis in accordance with generally accepted accounting practices;
- d) Preparing monthly reports on the revenues and expenditures, comparing both to the approved budget categories and sending a copy of this report to the governor and the chair of the Finance Committee;
- e) Advising the governor, in advance, when expenditures or accounts payable appear likely to exceed the budget or cash on hand;
- f) Coordinating the preparation of all required Federal and state tax returns in a timely manner for the governor's review and signature;
- g) Paying all district payroll for the executive secretary or other paid staff in a timely manner and paying all legally required withholding and employer contributions (e.g., FICA, FUTA, and state and federal taxes) into a trust account and, thereafter, making regular payments of such withholdings to appropriate government agencies as required by law;

- h) Preparing all W-2 and 1099 for any employees or independent contractors or vendors that are engaged by the district, in compliance with applicable state and federal laws;
- i) Supervising any payroll service to ensure compliance with any assigned duties;
- j) Closing the books and forwarding all records to the auditor by August 15th each year; and
- k) Working with the auditor to provide a year-end financial review as required in the RIMOP.

2.6 Assistant Governors (AG) (Pages 31-32, RIMOP; RCP 17.030.2)

Assistant governors are district appointees and are not officers of RI. AGs are appointed on an annual basis. An AG may serve up to but not more than three consecutive terms to provide continuity in the district leadership. It is recommended that no past governor serve as an AG. The minimum criteria for selecting AGs, their responsibilities, and expectations are outlined in the above referenced section of the RIMOP.

AGs shall be named by the governor-elect at least six months prior to the beginning of the next Rotary year in order that they may receive appropriate training, work with the incoming club leadership of their assigned clubs, and assist the governor-elect in planning club visitations and other district activities. Each AG should be assigned between four and eight clubs.

AGs should assist in the development of the district goals during the year prior to the appointment of committees. The objective is to reach a consensus concerning what the district wishes to achieve, and to appoint personnel only as necessary to achieve district goals (RCP 17.030.2).

Each AG will work with and support his or her assigned clubs to develop and implement a Club Leadership Plan, the terms of which are consistent with RCP 17.030.6. A copy of the Club Leadership Plan will be forwarded, upon passage by the club, to the AG, who will include a copy of such plan in his or her quarterly report to the governor. Each AG will meet with and assist the incoming club presidents of his assigned clubs before the beginning of the Rotary year to implement and review annually the Club Leadership Plan, discuss the club's goals, and review the *Planning Guide for Effective Clubs* and RCP 2.010.1 "*Failure to Function*."

AGs will work with the governor and governor-elect to assist in development of district goals during the year *prior* to the appointment of committees. The objective is to reach consensus for what the district wants to achieve, and to appoint personnel only as necessary to achieve district goals.

Each AG serves at the pleasure and discretion of the governor, who may remove any AG at any time and appoint a replacement during his or her term of office.

Section 3 District Leadership Team

3.0 District Leadership Team

The district leadership team functions at the discretion and under the direction of the governor. The intent of this leadership structure is to reduce the workload of the governor, assure better continuity of leadership, utilize the services of capable and experienced Rotarians and provide for a more direct and adequate assistance to clubs. The governor appoints all committee chairs and fills all vacancies, with the advice of the AGs, the governor-elect and the immediate past governor. The composition and term of the committee members, unless stipulated differently below, shall be for three years on a staggered basis having been appointed by the immediate past governor, the governor and the governor-elect. The leadership team shall include the Directors of the Four Avenues of Service Committees, Foundation Committee chair, and the chairs of the following committees:

Conference	Information Technology
Finance	Personnel
Public Relations	Legislative
RI Convention Promotion	Parliamentarian and Credentials
Training	Sergeant-at-Arms
Membership	

3.1 Conference Committee* (Pages 45-47, RIMOP)

The Conference Committee shall plan, promote and implement the necessary arrangements to ensure maximum attendance at the district conference and shall make a financial report following the conclusion of the conference. The composition of the committee shall include the district treasurer and other members appointed at the discretion of the governor with preference given to those who have experience in meeting coordination and planning. The duties and responsibilities are to assist the governor in planning, administration and execution of the conference according to the guidelines of RI.

3.1.1 Conference Report (Page 221, RIMOP)

The governor or acting chair, along with the conference secretary shall prepare and execute a written report of the conference proceedings within 30 days of the adjournment of said conference. They shall transmit three copies of such report to the general secretary (of RI) and one copy to the secretary of each of the clubs in the district.

3.2 Finance Committee* (Pages 39-40, RIMOP)

The Finance Committee shall safeguard the district assets, annually review the prior year's district financial statement, discuss the annual financial review and take appropriate action(s), recommend the amount of the annual *per capita* levy, prepare an annual report on the status of the district finances, prepare a budget with the cooperation of the incoming governor, recommend an investment plan for the district funds, present the budget and appropriate reports to the clubs and district meetings for votes and perform other duties as required by the RIMOP, Operation of a District Fund, pages 39-40.

* -- Committees required by RI—see RIMOP, page 32

The committee shall consist of seven members as follows: district governor; district treasurer (*ex officio*, voting); governor-elect; the chair appointed by the governor; and three Rotarians with staggered, three-year terms, with preference given to Rotarians with accounting/finance as a component of their vocation or profession. The governor will appoint/reappoint one Rotarian for a period of three years and/or fill vacancies as needed. The governor-nominee, immediate past governor and immediate past treasurer are *ex officio*, non-voting members. The governor-nominee serves as committee secretary.

3.3 Governor's Nominating Committee (Pages 213-218, RIMOP)

The Governor's Nominating Committee shall meet annually to select a nominee for district governor not more than 30 months, but not less than 24 months, prior to the day of taking office. The committee shall be composed of eight members (seven voting): the immediate past district governor who shall serve as chair; the current district governor as an *ex officio* non-voting member; the three most recent additional past district governors who are still members of a club in the district and who are available to serve; and three past club presidents appointed by the district governor. Insofar as possible, committee membership should represent the geography and diversity of the district's membership, and no member of a club that has submitted a candidate for governor shall serve on the committee.

The committee shall be responsible for obtaining highly qualified candidates for governor-nominee, and shall interview all candidates and their partners. All actions taken shall be by majority vote of those present and voting. The governor-elect and the governor-nominee shall be invited to attend and participate in the interview process, but only committee members shall be present during voting of the committee.

3.4 Public Relations Committee*

The Public Relations Committee shall promote awareness among Rotarians that effective external publicity, favorable public relations and a positive image are desirable and essential goals for Rotary. The committee should share RI public relations materials with clubs; seek opportunities to speak to clubs about the importance of public relations; help clubs identify newsworthy stories including district projects and events; and promote the establishment of relationships with newspaper editors, radio and television station managers, and others in the communications field.

3.5 RI Convention Promotion Committee* (RCP 17.030.3)

The RI Convention Promotion Committee shall promote attendance at the annual RI Convention to Rotarians throughout the district. Committee membership should include Rotarians who have attended a minimum of one previous RI Convention. The committee members should attend club and district meetings to promote the convention, and serve as a resource for convention materials and information. The DGE shall chair this committee.

3.6 The Rotary Foundation Committee* (DRFC) (TRFC 1.070)

The Foundation Committee is a group of experienced and dedicated Rotarians who assist the governor in educating, motivating and inspiring Rotarians to participate in Foundation program and fund development activities in the district. The committee

serves as the liaison between The Rotary Foundation and club Rotarians. The district governor is an *ex officio* voting member of the committee. Policy pertaining to the district Rotary Foundation Committee is determined by the Trustees of The Rotary Foundation as outlined in *The Rotary Foundation Code of Policies* (TRFC). Sub-committees include, but are not limited to:

Alumni	Permanent Fund/Major Gifts
Annual Giving	PolioPlus
Grants	Scholarships
Group Study Exchange	World Peace Scholarships

3.7 Training Committee* (Pages 33-34, RIMOP)

The Training Committee is responsible for supporting the governor and governor-elect in training club and district leaders and overseeing the overall training plan for the district. The district trainer serves as the chair of the Training Committee and assigns responsibility for training meetings and functions as necessary. Duties and responsibilities are outlined in the RIMOP, pages 33-34.

The district is currently part of a multidistrict Presidents-elect Training Seminar (PETS); therefore, the governor-elect, in accordance with the policies and procedures of that multidistrict PETS, will select an individual to develop and conduct training at PETS. This individual should be a member of the Training Committee. (June 2005 Mtg., RI Bd. Dec. 316)

3.8 Membership Committee* (Pages 34-38, RIMOP)

The Membership Committee shall identify, market and implement membership development strategies within the district that are appropriate for the district and will result in membership growth. In order to accomplish this, the committee chair will serve as the link between the governor, the regional RI membership coordinator or zone coordinator, RI, and the clubs in the district with respect to membership development issues. In addition, the committee shall develop and implement a plan to organize new Rotary clubs within the district. In order to accomplish this, the committee should identify communities without Rotary clubs that have a population capable of meeting the requirements for chartering a new club, and communities where additional Rotary clubs could be established without detracting from service provided to the community by existing clubs. Detailed duties and responsibilities are outlined in the RIMOP pages cited above. In addition, the chair of the committee shall attend a training session conducted by the regional RI membership coordinator. Sub-committees include but are not limited to:

- Development
- Retention
- Extension
- Tracking

3.9 Information Technology Committee

The Information Technology Committee will facilitate communication among the district committees, clubs in the district and all other interested parties through technology. The district web page is published under the supervision of the governor

and should be updated bi-weekly, if not more often. The district's web page address is: www.Rotary7610.org.

3.10 Personnel Committee

The Personnel Committee sets personnel policy, recommends personnel to be appointed by the governor subject to approval of any expenditures within the district budget, and reviews the governor's performance review of the district executive secretary as described in the job description. The committee members shall be: the governor, the governor-elect, the governor-nominee, the treasurer and the immediate past governor. The governor-elect shall serve as chair and the governor-nominee shall serve as secretary.

3.11 Legislative Committee

The Legislative Committee shall be chaired by the district's elected representative to the Council on Legislation and will consist of a minimum of three additional members appointed by the governor to serve for three years from the time of the representative's election. Term of the chairman shall run from his or her date of election as Council on Legislation representative until replaced by an elected successor. The committee shall also include the elected alternate representative to the Council on Legislation and a minimum of one past governor appointed by the governor.

The duties of the committee include briefing clubs about the Council on Legislation and its duties, assisting clubs with respect to any legislation to be proposed to the district conference for consideration by the Council on Legislation, advising clubs on the timing of submission and the proper preparation of any such proposals. The committee chair shall present for a vote all proposals at the business meeting of the district conference.

3.12 Parliamentarian and Credentials

3.12.1 The parliamentarian shall be appointed each year by the governor-elect prior to assuming office and should be someone who is an expert in parliamentary rules, procedure and debate and should be familiar with *Roberts Rules of Order Newly Revised* under which all district training sessions and meetings shall operate unless otherwise specified. The parliamentarian shall respond to requests for constitutional or procedural advice from members of the district officers, the district leadership team, club presidents and all district meetings.

3.12.2 The credentials chair shall be responsible for certifying the credentials of all electors and/or other Rotarians responsible for voting on district business, resolutions, elections, legislation and any other matters that come before a business meeting of the district.

3.13 Sergeant-at-Arms

The Sergeant-at-Arms is appointed annually by the incoming governor and is charged with keeping order at all district events, meetings, training sessions and performing other duties as required by the governor.

<h2 style="text-align: center;">Section 4</h2> <h3 style="text-align: center;">District Committees and Structured Programs</h3>

4.0 District Committees and Structured Programs (Pages 32-38, RIMOP)

The chairs of the Four Avenues of Service committees and the chair of the Foundation Committee shall serve as directors for the district and as such shall serve on the District Advisory Council. All committees and structured programs of the district are charged with carrying out the goals of the district as formulated by the governor with the advice of the assistant governors. Structured programs recognized by RI are in the RIMOP, page 65. Additional structured programs can be added by the governor after consultation with the district officers and district leadership team to ensure acceptance of said program(s).

4.1 Committee Structure (Page 32, RIMOP)

The governor-elect, governor, and immediate past district governor should work together to ensure continuity of leadership and succession planning. Unless otherwise set forth herein for a particular committee, each committee shall consist of three Rotarians with each serving staggered three-year terms. Each year, the governor shall appoint one member of the committee to serve as chair. The governor and governor-elect shall be *ex officio* voting members of all committees. Members should come from clubs spread geographically throughout the district, whenever possible.

4.2 Committee Qualifications (Page 33, RIMOP)

The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a club in the district. In addition, it is recommended that the chair selected be a past governor, a past assistant governor, or an effective past district committee member, and have had previous experience as a member of the district committee.

4.3 Training Requirements (Page 33, RIMOP)

District committee chairs shall attend the district team training seminar prior to serving as chair. District committee chairs shall attend the club leadership training seminar (CLTS) (aka district assembly). Committee members should participate in district training meetings as outlined in Article 23 of the RCP.

4.4 Committee Budgets and Expenses

Committees requesting the expenditure of district funds to carry out their purposes shall propose formal budgets showing planned expenditures and anticipated income, if any. These proposed budgets shall be sent to the governor-elect and the Finance Committee chair when requested by the governor-elect. Budgeted expenses shall be reimbursed upon approval of the committee chair. Unbudgeted expenses shall require advance approval of the governor before the expense is eligible for reimbursement.

4.5 Reporting Requirements (Page 33, RIMOP)

District committees shall report to the governor on the status of their activities on a regular basis. District committees shall report successful activities to RI for possible publication in RI publications and on the RI Web site.

4.6 Club Service

The Club Service Committee, under the direction of the Club Service Director, is responsible for assisting, when requested, and providing information and resources including but not limited to the following areas: classification system; types of memberships; principles related to attendance; speakers for programs; and promotion of attendance by club members at all district events, trainings, meetings, and the conference. Committees responsible to the Club Service Director include:

4.6.1 Awards

The Awards Committee, working with the governor-elect, shall establish standards for recognition of Rotarians and clubs for the upcoming Rotary year. The committee will:

- a) Encourage club presidents and assistant governors to submit entries for awards;
- b) Promote an understanding of and effective participation in the awards program through regular contacts with each club in the district;
- c) Encourage clubs to organize exhibits of winning programs at the district conference and other appropriate district meetings;
- d) Report results of deliberations concerning awards and recognitions to the governor for his/her final decision at least 30 days prior to presentation of awards;
- e) Plan with the governor and treasurer for financial costs of presenting such awards and recognitions. Sufficient district budgeted funds should be available for all awards.

4.6.2 Newsletter (Page 30, RIMOP)

It is the duty of the governor to issue a monthly letter to each club president and secretary (RIB 15.090). It should include items of special interest and importance including the membership and attendance report. The newsletter publisher ensures that the newsletter is published each month in a timely manner, under the direction of the governor.

4.7 Vocational Service (Pages 71-73, RIMOP)

Vocational Service is the way Rotary fosters and supports the application of the ideal of service in the pursuit of all vocations. The Vocational Service Committee, under the direction of the Vocational Service Director, works with clubs to implement and encourage the development of projects that help members contribute their vocational talents; encourages clubs to have programs on cultural, economic and geographical conditions in other countries; encourages clubs to establish communication with chambers of commerce and industry in their communities to explore service opportunities; encourages clubs to observe “Vocational Service Month” in October.

4.7.1 Interact (Pages 89-91, RIMOP)

Interact clubs are organized for the purpose of providing an opportunity for young people to work together in a world fellowship dedicated to service and international understanding. Students at the secondary school or pre-university level or young people ages 14 to 18 are eligible for Interact club membership. See RIMOP for duties, goals and other information.

4.7.2 Rotaract (Pages 91-93, RIMOP)

Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service. Rotaract clubs are composed of young adults between the ages of 18 and 30 inclusive who are residing, employed, or studying within the vicinity of the sponsoring Rotary club. (RCP 41.020.4) See RIMOP for duties, goals and other information.

4.7.3 Rotary Youth Leadership Awards (RYLA) (Pages 93-94, RIMOP)

RYLA is a structured program for young people ages 14 through 18 and 19 through 30. RYLA is intended to develop qualities of leadership, good citizenship, and personal development among the young people of their communities. RYLA will be financially self-supporting. Each club provides financial support by sponsorship of RYLA Delegates. The committee shall maintain a budget and set a delegate fee that allows the programs to pay for itself at no cost to the Rotary district with the district treasurer handling all income and expenses.

4.8 Community Service (Pages 75-79, RIMOP)

Community Service encourages and fosters the application of the ideal of service to the personal, business, and community life of every Rotarian. The Community Service Committee, under the direction of the Community Service Director, works with clubs to:

- a) Encourage clubs to organize a Rotary Community Corps (RCC) if appropriate;
- b) Request regular reports on successful community service projects from club community service chairs for promotion through the governor's monthly letter and report to RI for possibly publication; and
- c) Organize exhibits of outstanding community service projects at district meetings and the conference.
- d) Seek non-traditional ways of assisting young people in the community.

4.8.1 Rotary Community Corps (Page 78, RIMOP)

A Rotary Community Corps is a group of non-Rotarian men and women who share Rotary's commitment to service. A corps is organized, sponsored and counseled by a Rotary club(s) and is established following the endorsement of the governor upon certification and recognition by RI.

4.8.2 Youth Services (Page 89, RIMOP)

The Youth Services Committee seeks out and identifies non-traditional ways to prepare the New Generations—all young people up to the age of 30—by improving

their life skills to ensure a better future, while recognizing the diversity of their needs. These ways should complement rather than duplicate or conflict with those employed in traditional Rotary youth programs such as Interact and Rotaract.

4.9 International Service (Pages 81-87, RIMOP)

The development of understanding and goodwill among Rotarians and among the people at large is the specific task of International Service in Rotary (RCP 8.080.1). The International Service Committee, under the direction of the International Service Director, works with the clubs to ensure the understanding of international service in Rotary, to help identify international service projects, and assist clubs in achieving their international service goals.

4.9.1 World Community Service (WCS) (Pages 82-84, RIMOP)

The World Community Service program consists of activities within International Service through which Rotarians conduct projects to improve lives and meet human needs, and thus promote international understanding and goodwill by means of material, technical, and professional assistance (RCP 41.070). The World Community Service Committee is responsible for encouraging each Rotary club to link itself with a Rotary club in another country for WCS purposes; assisting with the registration of WCS projects in the WCS Projects Exchange where appropriate; encouraging clubs to locate resources in their communities through which assistance can be offered for WCS activities; and maintaining records of WCS activities in the district and reporting periodically to the governor and to RI.

4.9.2 Friendship Exchange (Pages 84-85, RIMOP)

Rotary Friendship Exchange is a structured program of RI 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 (RCP 41.040). The Friendship Exchange Committee responsibilities are outlined in the above referenced pages of the RIMOP and also include visiting clubs within the district to promote the Friendship Exchange program.

4.9.3 Rotary Fellowships (Pages 86-87, RIMOP)

A Rotary fellowship is a group of Rotarians who unite to pursue a specific worthwhile activity that advances the Object of Rotary. The Rotary Fellowships Committee responsibilities are outlined in the RIMOP referenced above and include promoting an understanding of and effective participation in the Rotary Fellowships program through regular contacts with each club in the district; organizing exhibits of effective Rotary Fellowship Groups at district meetings; and visiting clubs within the district to provide information on the program.

4.9.4 Youth Exchange (Page 94, RIMOP)

Youth Exchange is a structured program of RI for youth between the ages of 15 and 19. The Youth Exchange Committee is responsible for promoting the program for

international and domestic youth exchange, both short and long-term, as an opportunity for better cultural and international understanding. The committee also is responsible for working with the clubs to ensure placement of incoming students with host clubs and host families.

The district shall maintain its membership in the Eastern States Student Exchange Program (ESSEX). The committee chair shall be the primary liaison with ESSEX. All exchanges shall be administered through ESSEX to assure proper compliance with immigration laws and procedures and to coordinate exchange matches.

Section 5

District Advisory Council and Council of Governors

5.1 District Advisory Council

The District Advisory Council shall consist of the governor, governor-elect, governor-nominee, immediate past governor, assistant governors, district directors, committee chairs, district secretary, treasurer and others as requested by the governor. The council meets quarterly with the primary function to advise and update the governor and leadership on committee vacancies, program participation and progress, to assess and discuss district and club activities and issues, and make recommendations as requested. A secondary function is to promulgate new information and ideas.

The district secretary shall take the minutes that will be sent to the district leadership after review by the governor and the governor-elect. All past governors are honorary members of the council. The governor-elect will prepare the meeting agenda in consultation with the governor, convene and chair all meetings.

5.2 Council of Governors (Pages 47-48, RIMOP)

An advisory council of past governors shall be organized in the district, composed of all past governors who are members of Rotary clubs within the district. Frequency of meetings will be at the governor's discretion, but the governor will typically schedule two council meetings per year, one in the fall and one in the spring – the latter usually held in conjunction with the district conference. These meetings may include spouses and special guests invited by the governor. Rotary information, reports, updates and any other germane issues may be shared. The immediate past governor shall be the chair of the committee and the governor-nominee shall serve as council secretary.

<p style="text-align: center;">Section 6 District Executive Secretary</p>

6.0 Executive Secretary

The executive secretary provides a focal point for the dissemination of information, assistance and coordination of activities for the district leadership working under the direct supervision of the governor. The executive secretary shall be engaged by the district governor based on recommendation from the Personnel Committee; be a regular, part-time, paid employee of the district; and be responsible for the efficient operation of the district office. The compensation and benefits of the executive secretary shall be provided for in the district budget and paid from the district fund. The executive secretary shall have, at minimum, an annual performance review by the governor with results provided to the Personnel Committee.

The duties and responsibilities are outlined in a job description approved by the Personnel Committee in consultation with the governor.

<p style="text-align: center;">Section 7 District Office</p>
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7.0 District Office

The district shall maintain a district office for the use of the district executive secretary, the governor, governor-elect and other district leadership as appropriate. All official district records and files, other than those maintained by the governor at his/her personal office during the term of office, shall be maintained at the district office. The district office shall be maintained at a location approved by the Personnel Committee. Such location may change as deemed necessary and appropriate.

<p style="text-align: center;">Section 8 District Education and Training</p>
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8.0 District Education and Training (Pages 41-47, RIMOP)

The district shall hold district training as required by RI (District Training Manual 246) and the Rotary Foundation (Seminar Manual 438).

8.1 Assistant Governors Training

This training, held in January, shall be a two-day session with the second day held in conjunction with the district team training. All new and continuing assistant governors are required to attend both days. Expenses will be covered by the district fund and such reimbursements as are provided to the governor by RI (10% of the governor's annual expenses).

8.2 District Team Training

This training shall be held in January on the Saturday after the AG training. The purpose of this meeting is to develop a cohesive team of district leaders who have the necessary skills, knowledge, and motivation to support effective clubs (RCP 23.050.1, 23.050.4). All new and continuing assistant governors, district directors, and committee chairs are required to attend. Expenses will be covered by the district fund.

8.3 District Presidents-elect Training Seminar (PETS)

PETS shall be held annually as soon as possible following the International Assembly. The purpose is to prepare incoming club presidents for their role. All incoming presidents are required to attend or send a representative with permission of the governor. Other participants should include the governor-elect, assistant governors, and the district trainer. A portion of the cost of PETS shall be provided from the district fund with the balance being covered through registration fees and applicable lodging and meal costs paid by the clubs.

8.4 Club Leadership Training Seminar (aka District Assembly)

This training for club leaders shall be held annually following PETS. All club leadership including the club president, secretary and treasurer and all club committee chairs should attend. The cost should be covered through registration fees paid by the clubs.

8.5 Foundation Seminar (Pages 44-45, RIMOP)

The purpose of the seminar is to educate Rotarians about the Foundation programs and to motivate them to be strong participants and advocates of TRF. The seminar is conducted by the district Foundation Committee. Club presidents, club Foundation committee chairs and members, the governor, governor-elect, governor-nominee and assistant governors are the seminar's target audience although the district's entire membership is encouraged to attend. The seminar should be held between July 1 and November 30. The cost of the seminar should be covered through registration fees paid by the clubs.

8.6 Membership Seminar (Page 44, RIMOP)

This one-day seminar is held in August or September to develop club and district leaders who have the necessary skills, knowledge and motivation to support the clubs in the district to sustain and/or grow the membership base. The participants should include club presidents, club-level membership committee chairs and members, district membership

development committee members, district extension committee members and assistant governors. The seminar is open to all interested Rotarians (RCP 23.060). The cost of the seminar should be covered through registration fees paid by the clubs.

8.7 Conference (Pages 45-47, RIMOP)

A conference of Rotarians shall be held annually in the spring. The purpose is to further the Object of Rotary through fellowship, inspirational addresses, and the discussion of matters relating to the affairs of clubs in the district and RI generally. The cost of the conference should be covered through registration fees and augmented by the district fund.

8.8 District Leadership Seminar (RCP 23.040)

A seminar to motivate Rotarians in the district to serve beyond the club level shall be held annually. The seminar shall be held immediately prior to or after the district conference. The governor shall be responsible for the overall program, and the district trainer is responsible for planning and conducting the seminar. Interested Rotarians who have served as club president, or have served for three or more years in a leadership role in the club, may participate in the seminar.

8.9 Rotary Leadership Institute

The Rotary Leadership Institute is a zone-administered program that was founded to strengthen individual Rotary clubs by improving leadership skills and increasing the Rotary knowledge of Rotarians. It is a three-part, sequential program with each part lasting one full day. District 7610 is a part of Zone 33 that includes Virginia, West Virginia, South Carolina, North Carolina, and parts of Tennessee. A fall and a spring Institute is hosted in the district each year. Clubs are encouraged to select potential, as well as current, club leaders to participate in the program. Most clubs pay the registration fee for their members.

Section 9

Rules of Procedure

9.0 Rules of Procedure

At all official district meetings and training sessions, *Roberts Rules of Order Newly Revised* shall be the parliamentary authority for all matters not otherwise specified in this Leadership Plan and Procedures Manual or the *RI Manual of Procedure* or *Rotary Code of Policies*.

9.1 Proposed Modifications

It is understood that this Manual will need to be reviewed, evaluated and subsequently modified from time to time. Proposals for modifications may be submitted at any time to the chair of the Legislative Committee. Modifications proposed by clubs should be accompanied by a certification signed by the club president and secretary stating that the

proposed modification(s) was formally adopted by the club. The Legislative Committee shall review suggested modifications for consistency with the RIMOP and/or RCP. The committee shall work with the club making the proposal to resolve any inconsistencies. Any proposed amendments consistent with RI shall be published by the Legislative Committee, circulated among the clubs and voted upon as provided in Section 9.2 of this Manual.

Following each RI Council on Legislation, the governor shall request the Legislative Committee to review this Manual for consistency with any changes in RI governing documents.

9.2 Voting Procedure for Manual Modifications

All proposed modifications (except those pertaining to the Governor's Nominating Committee), as determined by the Legislative Committee, shall be submitted to a vote by the clubs at the next district conference business meeting. Once proposed at the district conference business meeting, clubs may amend a proposal or propose and consider additional amendments to modify the pertinent provisions of the Manual. A modification shall be passed if it receives the favorable vote of a simple majority of all Rotarians present and voting. Each modification adopted shall become effective July 1st of the next Rotary year unless otherwise mandated.

9.3 References for This Manual

Principal references and authorizing documents for this District 7610 Leadership Plan and Procedures Manual are the *RI Manual of Procedure* (RIMOP), the *Rotary Code of Policies* (RCP), and *The Rotary Foundation Code of Policies* (TRFC). Additional references such as the *Rotary International Constitution* (RIC), the *Rotary International Bylaws* (RIB), and *The Rotary Foundation Bylaws* (TRFB) are included in the RIMOP. All of these references may be found in their entirety on the Rotary International website at www.rotary.org.

THE FOUR WAY TEST

Of the things we think, say or do

1. Is it the **TRUTH**?
2. Is it **FAIR** to all concerned?
3. Will it build **GOODWILL** and **BETTER FRIENDSHIPS**?
3. Will it be **BENEFICIAL** to all concerned?



OBJECT OF ROTARY

The object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

First. The development of acquaintance as an opportunity for service;

Second. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;

Third. The application of the ideal of service in each Rotarian's personal, business and community life;

Fourth. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

UNDERSTANDING THE NEED



WHEN DID YOU UNDERSTAND THE NEED?