

# **ROTARY DISTRICT 7690**

## **MANUAL OF PROCEDURE**

**2006 REVISION**

# Preface

The sole purpose of a district organization is to assist clubs and their members in achieving the goals of Rotary International. While the basic goals of RI and the Object of Rotary are unlikely to change, the district organization and procedural guidelines need to be flexible enough to meet new conditions and specific programs which may be introduced by incoming Presidents and Directors.

It is desirable to gain maximum participation in district affairs and all clubs and all members should have an understanding of the district's plans, objectives, personnel, programs and projects.

It is also desirable to achieve continuity of operation, especially in financial matters, the identification of the most qualified members to fill prescribed positions, and to carry on the best traditions of Rotary International and District 7690.

In keeping with this, the following three statements are made:

- 1) Nothing in any edition of the District Manual shall conflict with the RI Manual of Procedure.
- 2) Additions or amendments to the present manual may be proposed in writing to the District Governor to allow for adequate time to mail the proposals to all the clubs prior to the annual District Conference or District Assembly.
- 3) The District Governor shall direct that a committee review the district manual every three years to evaluate this manual after the RI Council on Legislation.

Original Printing: 1973

Second Printing: 1981

First Revision (Third Printing): 1986

Fourth Printing: 1988

Second Revision (Fifth Printing): 1989

Third Revision (Sixth Printing): 1990

Fourth Revision (Seventh Printing): 1991

Fifth Revision (Eighth Printing): 1991

Sixth Revision (Ninth Printing): 1992

Seventh Revision (Tenth Printing): 1993

Eighth Revision (Eleventh Printing): 1995

Ninth Revision (Twelfth Printing): 2002

Tenth Revision (Thirteenth Printing): 2006

**A - District Governor ---- Elected for 1 Year**

- 1. The District Governor has direct supervision over the clubs in the district. This individual is the officer of Rotary International in the district and under the general supervision of the R. I. Board.**
- 2. The District Governor shall advise club members of all District Officers and all District Committees through the District Directory. The address and telephone number of all officers and committee chairpersons shall be listed in the District Directory, to be published and distributed to all the clubs and past District Governors prior to July 1.**

**B - District Governor's Assistant Governors ---- Appointed by District Governor**

- 1. The District Governor's Assistant Governors are to be Past Presidents and are appointed, for 1 year, by the District Governor to assist in the Rotary program.**
- 2. Assistant Governors are unofficial liaison individuals between the club presidents in the group and the governor.**
- 3. Duties of Assistant Governor are to make informal visits to the clubs within their group; to keep the governor posted on progress within these clubs; to organize intercity meetings and make special visits in cases of emergency; to assist clubs in securing speakers and in other useful ways; and to act as a member of the Program Committee for the District Conference.**
- 4. Ordinarily each Assistant Governor cares for his or her own expense, which is small because of the proximity of clubs.**
- 5. The advantages of having Governor's Assistant Governors are to develop future governors and offer assistance in an unofficial way, when the presence of the governor, in an official capacity, might prove detrimental. It provides more intercity meetings, raises the percentage of attendance and improves the general administration of clubs. It gives help and inspiration to the Governor and helps to build a healthy morale within the district.**

**C - District Treasurer ----- Elected by the district for 3 years**

- 1. The District Treasurer shall be elected for three years at the District Conference by a majority vote of the club delegates present and voting. The treasurer will take office July 1st for a three-year term or until a successor has been elected with the terms beginning 1997, 2000, etc.**
- 2. The treasurer shall furnish to the district a fidelity bond in such sum and with such surety as shall be satisfactory to the District Governor, the cost to be paid out of current district funds.**
- 3. The treasurer is hereby directed to file with the District Governor, to be published at the District Conference, a list of all receipts and expenditures of the District Fund, as an interim report. Not later than August 1st, the treasurer shall present to the Budget and Finance Committee and the governor, a complete report of all receipts and expenditures of the District Fund for the past Rotary year.**
- 4. The treasurer shall to send to the secretary of each club a District Per Capita Assessment invoice on July 15th based on membership as of June 30th.**
- 5. The treasurer, with such assistance of the District Governor as may be desired, shall collect all assessments due and shall deposit all monies so received in such banks as deemed to be proper. All monies shall be kept in the name of the District 7690 of Rotary International. The treasurer shall withdraw and expend such funds only upon properly signed vouchers or invoices, with instructions by the District Governor or by votes of the District Conference.**
- 6. Checks drawn upon the banks where current funds are maintained require the signature of the District Treasurer and District Governor.**
- 7. The District Governor shall provide for and cause to be made an annual audit and examination of all accounts of the treasurer.**
- 8. In the event that the office of treasurer becomes vacant for any reason, the District Governor shall appoint a new treasurer to fill the vacancy.**

9. **District Assessment** -- Each club in the district shall contribute a sum of \$30 per capita as of the club's membership as of June 30th each year. This assessment covers the expenses of the District not otherwise provided by R.I.

Unexpended funds advanced to committees during an operating period are to be returned to the treasurer as of and by the end of each Rotary year.

**D - Reserve Fund**

1. A Reserve Fund shall be established with the goal of a balance equal to 100% of the preceding Rotary year's operating expenses exclusive of those expenditures associated with the District Conference, Group Study Exchange and Special Projects.
2. The purpose of such a fund shall be to underpin the planning process and provide stability to the administration of district affairs.
3. Maintenance and administration of the Reserve Fund shall be the responsibility of the Budget and Finance Committee.

**E - District Secretary ---- Elected for 3 Years at Conference**

1. The District Secretary shall be elected for three years at the District Conference by a majority vote of the club delegates present and voting. The Secretary will take office July 1st for a three-year term or until a successor has been elected with the terms beginning 1995, 1998, etc.
2. The District Secretary shall keep a record of all resolutions proposed at the yearly Conference and their outcome.
3. The Secretary shall maintain a record of all District property, Officers, committees, all club presidents and secretaries.

**F - District Executive Committee**

- 1. A District Executive Committee for Rotary District 7690 shall be composed of the current District Governor, 2 Immediate Past District Governors, District Governor-Elect, the District Governor Nominee and the District Governor Nominee-Nominee when elected. The committee will meet quarterly in conjunction with the Budget and Finance meetings.**
- 2. The committee shall be charged with continuous examination of district activities and will have the responsibility for consideration of any new programs or special projects. This committee shall be charged with the responsibility of recommending revisions to the District Manual of Procedure.**
- 3. The committee shall make timely recommendations to the Budget and Finance Committee prior to the annual budget process.**
- 4. The committee shall have advisory responsibility only to the current District Governor.**

**G - District Budget and Finance Committee ---- Elected at District Conference**

- 1. The District Budget and Finance Committee will consist of 7 members: 2 immediate Past District Governors, 2 Past Presidents to be elected for the term of two years, the District Treasurer, District Governor and District Governor Elect.**
- 2. The District Treasurer will serve as the Chairperson.**
- 3. Any vacancy in the committee's membership shall be filled by the District Governor.**
- 4. The duties of the District Budget and Finance Committee are to prepare a budget for the District Governor, District Treasurer, and the District Recording Secretary, and make allocation of funds for the District Conference, district meetings, other expenses of the district, also expenses of the District Governor not provided in the budget from Rotary International.**

5. The budget for the incoming year is to be completed and mailed to all clubs 30 days prior to the district assembly.
6. A copy of the budget is to be furnished to the District Treasurer for this individual's guidance. Vouchers and invoices, approved by the District Governor, should be disbursed as the District Governor indicates. Expenditures in excess of the Governor's personal budget should be requested by the District Governor for approval from the Budget and Finance Committee Chairperson.
7. The Treasurer shall furnish the Budget and Finance Committee with a quarterly report showing receipts, disbursements and budget comparison with expenditures.
8. The committee shall make available to any club a complete accounting of all the District's funds if requested.

**H - District Nominating Committee (revised 2006)**

1. The District Nominating Committee shall consist of three (3) most recent Past District Governors residing within the territorial limits of District 7690 and who are still active in Rotary. The other two members of the District Nominating Committee shall be the current District Governor and the District Governor Elect. The District Governor Nominee may attend the meeting, but he or she does not have a vote.
2. The Chairperson of said committee shall be the member having been out of office as District Governor for the longest period of time.
3. In order to insure as near a full attendance as possible, the committee shall meet at a time and place as may be designated by the Past District Governor serving as its chairperson. The place of meeting shall be as near the geographical center of the district as possible.
4. All calls for meetings of the Nominating Committee shall be sent to each member, at least ten days before the date of the meeting. Members must be in attendance at the meeting to be eligible to vote and a majority vote of those members present and voting shall constitute the will of the committee.

- 5. The District Governor shall issue a call to all clubs through the Governor's September Monthly Newsletter (not later than September 15), for suggested names for consideration by the Nominating Committee. The final date for receipt of suggested with qualifications by the District Governor shall be the 31st of October next.**
- 6. The District Governor must issue a call for a meeting of the Nominating Committee. The Committee will meet and present its candidates for Governor Nominee, secretary, treasurer and members of the Budget and Finance Committee by notice to all clubs, through the Governor, on or before .**
- 7. Following the official announcement of the Nominating Committee's selection, any club in the District may propose a counter nomination postmarked on or before January 1. Such counter nomination must be forwarded directly from the club to the District Governor by certified mail.**
- 8. If no counter nominations are received by midnight of January 1, the selection of the Committee will automatically be declared the District Governor Nominee.**
- 9. If additional nominations are received and the conference is held after February 1, the election will be at conference. The District Governor will send the qualifications of each candidate to all clubs no later than February 5. The candidate receiving the largest number of votes will be declared the District Governor Nominee for the term beginning one year from July 1st.**
- 10. If the conference is to be held prior to February 15, a ballot-by-mail shall be necessary.**

**11. District Governor Nominee Qualifications**

**That in as much as questions continue to arise regarding the procedure used by the Nominating Committee in their selection of a District Governor Nominee, we propose the following steps to guide their choice. We also suggest that a copy of this resolution be sent out each year by the then District Governor, to each club with the call to them, for proposals for District Governors Nominee. This resolution then will serve each club as a guide in their choice.**

- a - The prospective District Governors Nominee must be interviewed personally by the Nominating Committee.**
- b - The District Governor Nominee must be of outstanding personal caliber.**
- c - The District Governor Nominee must have been a Rotarian for at least seven years by the time he/she takes office.**
- d - A District Governor Nominee must have served a Rotary Club as its President for a full term.**
- e - A District Governor Nominee must have served on various committees within their club and the district.**
- f - A District Governor Nominee should have attended various District functions.**
- g - A District Governor Nominee should have an outstanding attendance record.**
- h - A District Governor Nominee should have shown civic interest in the community.**

**12. A schedule for electing a District Governor Nominee is included.**

## **DISTRICT GOVERNOR SELECTION PROCESS**

### **A. Guidelines**

**The procedure for selection of the District Governor shall comply with Rotary International Bylaws, Article XII Section 5f, as amended, which shall be used for guidance and which shall control in the event of any conflict with these provisions. Promotion of a candidate shall adhere in all respects to the Rotary International Manual of Procedure**

### **B. Timeline**

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| <b>Sept. 1</b>   | <b>District Governor issues call for nominations from the clubs. Forms are mailed to club presidents.</b>   |
| <b>Oct. 31</b>   | <b>Deadline for clubs to submit candidates to the Nominating Committee</b>  |
| <b>Nov. 1-30</b> | <b>Nominating Committee meets to conduct interviews of candidates and votes on selection of DGNN</b>  |
| <b>Dec. 1</b>    | <b>DG reports the recommendation of the Nominating Committee to the clubs</b>   |
| <b>Jan. 1</b>    | <b>Deadline for clubs to submit challenge candidates by way of resolution naming the candidate (whose name shall have been previously submitted to the Nominating Committee prior to the April 30 deadline) and certifying that the candidate meets the qualifications established by RI. If challenge candidates are received, the procedures for a mail ballot are determined by the Nominating Committee and ballots are mailed to the clubs</b> |
| <b>Feb. 1</b>    | <b>If no challenges are received, the candidate of the Nominating Committee shall be declared the DGNN and the DG announces the name of the DGNN to the clubs</b>   |
| <b>March 1</b>   | <b>If a mail ballot is necessary, the DG announces results of the mail ballot and the winner shall be declared the DGN.</b>   |