

**Rotary District  
7690  
Manual of  
Procedure**

**2014 Revision**

## **Preface**

The sole purpose of a district organization is to assist clubs and their members in achieving the goals of Rotary International (RI). 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; to identify 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 four statements are made:

1) The District shall have rules in accordance with the governing documents of the RI Constitution and Bylaws, the RI Manual of Procedure, and the current RI Code of Policies, and in keeping with the spirit and principles of Rotary. Rotary International governing documents are supreme and prevail when in conflict with District rules and procedures.

2) Additions or amendments to the present manual may be proposed in writing to the District Governor to allow for 30 days to mail the proposals to all the clubs prior to the annual District Conference or District Training Assembly.

Modifications or amendments to the present manual must be proposed in writing to the District Governor by February 1. The Governor, in consultation with the District Executive Committee, will consider the proposed modifications and/or amendments. If approved, the proposal will be distributed to the clubs at least 14 days prior to the annual District Conference or District Training Assembly.

3) The District Governor shall appoint a committee to review the district manual after the RI Council on Legislation convenes and issue any changes made to the RI Manual of Procedure.

4) The current District Governor, District Governor Elect, District Governor Nominee and District Governor Nominee Designate should reach consensus on the following decisions relating to district administration:

- a) District's strategic plan.
- b) District appointments that last more than one year.
- c) District service projects that last more than one year.

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**A District Governor – Elected for one 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 contact information of all officers and committee chairpersons shall be listed in the District Directory in the District Database, to be available to all the clubs and past District Governors prior to the beginning of the new Rotary year, July 1.**

**B District Assistant Governors – Appointed by the District Governor**

- 1 The District Assistant Governors are to be Past Presidents, having served one year in that capacity, or to be a Charter President of a club, having served a term of at least six months. Assistant Governors are appointed by the District Governor, with consensus of the District Governor Elect and District Governor Nominee, to provide continuity in District leadership, on an annual basis, with no Assistant Governor serving more than three one-year terms.**
- 2 Assistant Governors are designated liaisons between the club presidents and the District Governor.**
- 3 Duties of Assistant Governors are to make informal visits to the clubs within their assigned areas; to keep the Governor posted on progress within these clubs; to organize Area meetings and make special visits in cases of emergency; to assist and advise clubs in administrative matters, facilitate securing speakers, as well as in other useful ways.**
- 4 Assistant Governors may be provided expenses for their service based on the amount set annually in the District budget.**
- 5 The advantages of having Assistant Governors are to develop future District Governors and offer assistance in an unofficial way, when the presence of the governor, in an official capacity, might be less productive.**

- 6 Assistant Governors work together with other Rotarians appointed to serve in their area, such as Rotary Foundation Advocates, District Foundation Area Advocates, and District Membership Area Advocates to provide maximum support to their assigned Rotary Clubs.**

**C District Treasurer – Elected by the District for three years.**

- 1 The District Treasurer and Budget and Finance Committee members shall be elected for three years and two years, respectively, at the District Training Assembly by a majority vote of the club delegates present and voting. The treasurer will take office July 1<sup>st</sup> for a three year term.**
- 2 The District Treasurer (or designee) shall present a summary of the prior year's financial results and an estimate of the current year's results at the District Conference. The District Treasurer (or designee) will provide a report on the receipts and expenditures of the District to the Budget and Finance Committee at its first formal meeting of the fiscal year.**
- 3 The Treasurer shall have the District Executive Secretary send to the Treasurer of each club a District Per Capita Assessment invoice on July 30 based on the membership as of June 30.**
- 4 The treasurer, with such assistance of the District Governor as may be desired, shall have the District Executive Secretary collect and 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 the District budget approved at District Training Assembly.**
- 5 Checks drawn upon the banks where current funds are maintained require the signature of the District Treasurer and District Governor. In lieu of manually signing each check, requisitions can be used to approve disbursements with two signatures required on the requisition, and then a check may be drawn and executed with one signature or by electronic transfer.**
- 6 The District Governor and District Treasurer shall provide for and cause to be made an annual audit and examination of all accounts of the Treasurer.**

- 7 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.
- 8 **District Assessment** – Each club in the district shall be assessed an amount per capita of the club’s membership as of June 30 each year. This dues assessment shall be set and/or amended annually by the District Executive Committee in consultation with the Budget and Finance Committee and approved by a vote of the clubs at District Training Assembly.

**D Reserve Fund**

- 1 There should be a reserve fund, and the amount will be reviewed annually by the Budget and Finance Committee with a target of no less than 50% of the preceding Rotary year’s operating expense exclusive of those expenditures associated with District Conference and Special District projects.
- 2 The purpose of such a fund shall be to support the planning process and provide stability for the administration of the District.
- 3 Maintenance and administration of the Reserve Fund shall be the responsibility of the Budget and Finance Committee and the Executive Committee.

**E District Executive Secretary – Elected for three years at Conference**

- 1 The District Executive Secretary shall be recommended by the District Executive Committee and elected for three years at the District Conference or District Training Assembly by a majority vote of the club delegates present and voting. The District Executive Secretary will take office July 1<sup>st</sup> for a three year term or until a successor has been elected. The compensation for the District Executive Secretary shall be determined by the District Executive Committee in consultation with the District Budget and Finance Committee and approved by vote of the clubs at District Training Assembly annually as part of the budget.
- 2 The District Executive Secretary shall keep a record of all business conducted by the District Executive Committee and the District Budget and Finance Committee.

- 3 The District Executive Secretary shall maintain a record of all District property, Officers, committees, all club presidents and secretaries.**

#### **F District Executive Committee**

- 1 The District Executive Committee shall be composed of the current District Governor, two immediate Past District Governors, the District Governor-Elect, the District Governor Nominee, the District Governor Nominee Designate, and the District Rotary Foundation Chair. 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. The Committee shall be charged with the responsibility of recommending revisions to the District Manual of Procedure and considering modifications and/or amendments submitted by clubs.**
- 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 to the current District Governor.**

#### **G District Budget and Finance Committee**

- 1 The District Budget and Finance Committee shall be composed of 7 members: the two most recent Past District Governors who are residing in the territorial limits of District 7690 and who are still active in Rotary, two Past Presidents, serving as at-large members of the Committee, to be elected for the term of two years, the District Treasurer, District Governor, and District Governor Elect. At –large members are elected at the District Training Assembly by a majority vote of the club delegates present and voting.**
- 2 The District Treasurer will serve as the Chairperson.**
- 3 Any vacancy in the committee’s membership shall be filled by the District Governor after consultation with the District Treasurer.**

- 4 The duties of the District Budget and Finance Committee are to prepare a budget for the District Governor, District Treasurer, and the District Executive Secretary, and to 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 District Governor allowance from Rotary International.**
- 5 The proposed budget for the incoming year shall be distributed to all clubs 30 days prior to the District Training Assembly.**
- 6 The budget is to be prepared by the District Treasurer with the guidance of the Budget and Finance Committee. A copy of the approved 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 District Treasurer.**
- 7 The Budget and Finance Committee shall be allowed to amend the line items in the budget during the year as needed as long as the total budget does not change.**
- 8 The Treasurer shall furnish the Budget and Finance Committee with a report at each scheduled meeting showing receipts, disbursements and budget comparison with expenditures.**
- 9 The committee shall make available to any club a complete accounting of all the District's funds if requested.**

#### **H District Nominating Committee**

- 1 The District uses the nominating committee procedure for selection of its governors. The District Nominating Committee shall consist of the three (3) most recent Past District Governors residing within the territorial limits of District 7690 and who are still active in Rotary. The other three members of the District Nominating Committee shall be the District Governor, the District Governor Elect, and the District Governor Nominee.**
- 2 The Chairperson of said committee shall be the member having been out of office as District Governor for the longest period of time and will be an advisory member, voting only in case of a tie.**

- 3 In order to insure as near a full attendance as possible, the committee shall meet at a time and place 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 invite Rotary clubs in the District to submit suggestions for qualified candidates to be considered for Governor by the Nominating Committee. Notice will be provided to the clubs through the Governor's August Monthly Newsletter (not later than September 1), and by a notification mailing to all the Rotary clubs. The Nominating Committee shall not be limited in its selection to those names submitted by clubs in the District. The final date for receipt of suggested candidates with qualifications to the District Governor shall be October 31.**
- 6 The Nominating Committee Chair must issue a call for a meeting of the Nominating Committee. During the month of November, the Committee will meet, select and present its candidate for District Governor Nominee Designate, to the District Governor and the District Executive Committee. The District Governor shall announce to all clubs in the District the name and club of the nominee by letter, e-mail, or the District website (within 72 hours of selection) and in the Governor's Monthly Newsletter (not later than December 15).**
- 7 Following the official announcement of the Nominating Committee's selection, any club in the District which has been in existence for at least one year may propose a counter nomination provided this club has previously suggested such candidate to the Nominating Committee. Challenging nominations will follow procedures set forth in the Rotary International Bylaws. Such counter nominations must be forwarded directly from the club to the District Governor by certified mail not more than fourteen days after the publication of the selection for Governor Nominee Designate by the District Governor.**
- 8 If no counter nominations are received by the fourteen day deadline, the selection of the Committee will automatically be declared the District Governor Nominee Designate, and the District Governor shall notify all clubs of the nominee within 15 days of declaration.**

- 9 District Governor Nominee Qualifications** The Nominating Committee shall follow the guidelines below during the selection process. A copy of these guidelines will be included with the notification sent to each club when the call for District Governor nominations is sent to each club by the District Executive Secretary. These guidelines will serve as a guide in their choice.
- a** The prospective District Governor Nominee Designate must be interviewed personally by the Nominating Committee.
  - b** The District Governor Nominee Designate must be of outstanding personal caliber.
  - c** The District Governor Nominee Designate must have been a Rotarian for at least seven years by the time he/she takes office.
  - d** A District Governor Nominee Designate must have served a Rotary Club as its President for a full term or be a charter president of a club, having served the full term from the date of the charter to 30 June, provided that this period is for at least six months.
  - e** A District Governor Nominee Designate must have served on various committees within their club and the district.
  - f** A District Governor Nominee Designate should have attended various District functions.
  - g** A District Governor Nominee Designate should have an outstanding attendance record.
  - h** A District Governor Nominee Designate should have shown civic interest in the community.
- 10** A schedule for electing a District Governor Nominee Designate is included.

## District Governor Selection Process

### A. Guidelines

The procedure for selection of the District Governor shall comply with Rotary International Bylaws, 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>September 1</b>     | <b>Deadline for District Governor to issue a call for nominations from the clubs. Forms and guidelines are mailed to the club presidents.</b>   |
| <b>October 31</b>      | <b>Deadline for clubs to submit candidates to the Nominating Committee.</b>   |
| <b>November 1-30</b>   | <b>District Nominating Committee meets to select a District Governor Nominee Designate.</b>   |
| <b>within 72 hours</b> | <b>Following the selection of a candidate, District Governor announces to all clubs the name and club of the nominee.</b>   |
| <b>after 14 days</b>   | <b>If no counter nominations are received within fourteen days of the announcement, the selection of the Committee will automatically be declared the District Governor Nominee Designate, and the District Governor will notify all clubs of the nominee within 15 days.</b> |
|                        | <b>If appropriately filed counter nominations are received by the District Governor within the fourteen day period, Rotary International Bylaws will be followed to ballot-by-mail or District Conference ballot process.</b>   |