DISTRICT 7570

POLICIES & PROCEDURES

Approved Amendments for District Legislative Assembly
26 April 2025

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INTRODUCTION

Policies and Procedures of Rotary International District 7570

The following policies and procedures, also known as the district leadership plan, are designed to provide guidelines and assist the District Leadership Team under the direction of the District Governor (DG) to function more effectively. The intent is to ensure better continuity; closer linkage between the district and the club committees; the participation and involvement of a greater number of knowledgeable and dedicated Rotarians in district leadership; and thereby enhance the effectiveness of Rotary's educational and humanitarian programs. Any proposed amendments to the District Policies and Procedures Manual and/or Policy Statements issued by any District Standing Committee will be forwarded to the District Strategic Planning Committee for review, formatting and recommendation to the District Governor. Any suggested amendments reviewed by the District Strategic Planning Committee requires approval at the District Legislative Assembly and becomes effective July 1 of each new Rotary year.

Throughout this policy and procedure document from District 7570, the following rules of construction shall apply: The words "shall," "will," "is," and "are" are mandatory, and the words "may" and "should" are permissive. Pronouns of either the masculine or feminine gender shall include the other gender. The terminology "mail," "mailing," and "ballot-by-mail" will include utilization of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness.

Note: Rotary International (RI)'s governance documents are contained in the Manual of Procedure (MOP) and Code of Policies (COP). The MOP contains the RI Constitution and Bylaws, the standard Rotary Club Constitution, and other legal matters. The COP is the collection of RI Board of Directors' decisions that are currently applicable. These documents, except the R.I. Bylaws, are formatted traditionally with *(a), (b), (c),* etc. The RI Bylaws are formatted decimally (*e.g.,* 15.051.2). These District Policies and Procedures refer to the current MOP which is updated and published every three years following the meeting of the Council on Legislation (COL) as well as parenthetical reference to appropriate COP decisions. The COL is held every third year in which the sum of the digits of the year is equally divisible by three.

This document shall be reviewed following each Council on Legislation by the District Strategic Planning Committee.

Rotary International District 7570 Policy Statement on Work Product

Work produced for the benefit of Rotary by a Rotarian should be shared for the benefit of all, in accordance with the 4 Way Test of Rotary International. When a Rotarian undertakes to prepare materials or documents for Rotary International District 7570 or other Rotary

activities, or to contribute to such, that Rotarian is deemed to waive any claim of ownership to all drafts, notes and other work product prepared by the Rotarian for the ultimate benefit of Rotary, to the extent said work product is used or accessed by others for Rotary use and benefit and not for the personal or business benefit of others. This does not extend to waiver of ownership to a created platform on which the Rotarian is working, such as a software program, or to otherwise copyrighted or trademarked material.

Rotary International District 7570 Policy Statement on Ethics

Rotary International District 7570's policy on Ethics is framed by the 4 Way Test of Rotary International.

Rotary International District 7570 Policy Statement on Conflict of Interest

A Rotarian shall avoid impropriety and the appearance of impropriety in all the Rotarian's activities. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the Rotarian's ability to act with integrity and impartiality is impaired.

Rotary International District 7570 Policy Statement on Succession of District Governor Due to Unforeseen Circumstances

If the DG is unable to continue performing his/her role, the immediate PDG will step in as Vice Governor and fulfill the term. If the immediate PDG is unable to step in, the Council of Governors (COG) will convene and appoint an appropriate replacement within the COG.

ABBREVIATIONS USED

Abbreviation	Description
AG	Area Governor
AAG	Administrative Assistant Governor
COG	Council of Governors
COL	Council on Legislation
COP	(Rotary International) Code of Policies
CTT	Club Team Training Sessions
DDF	District Designated Fund
DG	District Governor
DGE	District Governor-elect
DGN	District Governor-nominee
DGNd	District Governor-nominee designate
DCO	District Communications Officer
DLA	District Legislative Assembly
DMC	District Membership Chair
DRFC	District Rotary Foundation Chair
DTTS	District Team Training Seminar
ESSEX	Eastern States Student Exchange
MOP	(Rotary International) Manual of Procedure
PAG	Past Area Governor
PDG	Past District Governor
PE	President-elect
PETS	Presidents-elect Training Seminar
RI	Rotary International
RYLA	Rotary Youth Leadership Assembly / Awards
TRF	The Rotary Foundation
VTT	Vocational Training Team
WCS	World Community Service

NOTE: Usage in these policies include the adjectives such as:

- *Area*
- *Assistant/(Area) Governor*
- *Assistant Treasurer*
- *Conference*
- *Committee*
- *Governor*
- *Governor-elect*
- *Governor-nominee*
- *Governor-nominee designate*
- *Policies*
- *Secretary*
- *Treasurer*

ARTICLE I: ORGANIZATION OF THE DISTRICT

Section 1 – Standing Committees

(also reference COP Article 17.030)

Standing Committees shall be appointed as follows to assist in conducting district business. Standing Committees are only those approved by PEs at DLA (Art IV, Sec. 3). The term of all committees shall coincide with Rotary year. Standing committees will be composed of Rotarians in good standing, each with three-year terms.

1.1 Standing Committee List:

- Council of Governors (ART III, Sec 5.1)
- DG Nominating (ART III, Sec 5.2)
- District History and Archives (ART III, Sec 5.3)
- Operations (ART III, Sec 5.4)
- District Rotary Foundation Steering Committee (ART III, Sec 3)
- District Training (ART III, Sec 5.5)
- Finance (ART III, Sec 5.6)
- Membership (ART III, Sec 4)
- New Club Development (ART III, Sec 4.2)
- Youth Services (ART III, Sec 6)
- Public Image (ART III, Sec 2.1)
- Strategic Planning (ART III, Sec 5.7)

1.2 Members

Members are typically appointed for three-year terms on each standing committee and the incoming DG will review and reaffirm members currently serving on committees. Committee members completing a **three-year term** may be re-appointed. It is recommended that members not serve more than two (2) consecutive three-year terms, but reappointment will be based on the needs of the committee. Appointments to any new standing committees will be made by DGE, in consultation with DG and DGN. DGs in succeeding years shall appoint members as described above. Continuity is essential on standing committees.

1.3 Committee Chairs and Vice Chairs

Whenever possible, committee chairs should be selected from current members of the standing committee. If a candidate cannot be found on the list of current members, then the DGE shall appoint a chair. The Chair serves for one year but may be re-appointed for a total of 4 more one-year terms. In the same manner as the chair selection, the DGE may appoint a vice chair. This person must be qualified and able to step into the committee leadership if needed. The Vice chair serves for one year but may be re-appointed for a total of 4 more one-year terms. The DGE may appoint as many as two ex officio members to a committee as special needs dictate, each for a

one-year term. Ex officio appointees to standing committees are in addition to established committee members and have full rights of membership, including voting unless specifically stated otherwise.

Section 2 – Special Committees

(also reference COP Article 17.010)

The DGE shall appoint special committees (Art IV) deemed necessary to serve for a one-year term with a year of service coinciding with the year of service of the DG. Ex-officio appointees to special committees have full membership rights including voting, unless specifically stated otherwise.

- District Conference (ART IV, Sec 1)
- Rotary International Awards (ART IV, Sec 7)
- Any other committee as needed by the DG

ARTICLE II: RESPONSIBILITIES OF DISTRICT OFFICERS

Section 1 – District Governor

(also reference COP Article 19.010;)

RI Bylaws Sec 16.030 plus the following:

- Assists the DGE in planning and preparing for training of AGs and district committee chairs, and for planning DTLS, PELS, CTLS, and DLA.
- Ensures that the constitution and bylaws of the clubs comply with the constitutional documents, especially following councils on legislation.
- Personally visits every Area (multi-club and/or individual clubs) as early in year as possible, preferably during the first six months. During the year, the DG may elect to visit selected clubs for a specific purpose to advance Rotary. The DG should provide for direct personal contact with each club through some form of official visit during year.
- Ensures that sponsoring Rotarian counselors are appointed by the Scholarship Committee Chair for each scholarship selectee (Skelton and/or Jones) sponsored by district and Rotarian host counselors are appointed for scholars assigned to study in DG's district.

1.1 The DG holds the following meetings: District Conference, DLA, CTT, DTTS, PETS. Other training seminars for key district and club leadership may also be planned. These seminars are planned, organized, and implemented by the DGE and the Learning committee chair in conjunction with DG.

1.2 He or she fills the vacancies in any standing committee for the unexpired term of the original appointee.

1.3 The DG is responsible for keeping expenses within the budget approved by clubs at DLA.

1.4 He or she is ex-officio on district committees and may elect to attend committee meetings. The DG may elect to appoint both the DGN and DGE as ex- officio to committees.

Section 2 – District Governor-elect

(also reference COP Article 19.040)

2.1 The DGE is required to attend the International Assembly and Zone Institute. The DGE shall appoint AGs to handle assigned responsibilities during his/her tenure as DG. The number of AGs appointed is based on the needs of the district, specifically the number of Areas established in the District,

2.2 He/She appoints members to fill vacancies on standing committees and to special committees that will serve during the upcoming Rotary year. The DGE should seek input from current DG to identify committee members who are not fulfilling their responsibilities.

2.3 He/She publishes and circulates the directory for the new Rotary year. The directory must include, but is not limited to, names, addresses, telephone numbers, digital addresses, and email addresses of all district officers, AGs, club presidents, club secretaries, committee chairs and members, PAGs and PDGs. The directory should be available in electronic form and may be used in a manner approved by DG except as a commercial mailing list.

2.4 The DGE prepares training programs and agendas for AGs, CTT, DTTS, PETS.

2.5 He/She serves on the District Operations Committee.

2.6 He/She works with the Finance Committee to prepare and distribute a zero-based preliminary operational budget proposal defining all anticipated revenues and expenses during the following Rotary year and proposal of per-capita assessment as deemed necessary. Upon review and approval by the Finance Committee, the budget is then presented to DLA for approval.

Section 3 – District Governor-nominee

(also reference COP Article 19.030)

3.1 It is the role of the DGN to understudy the DG and learn the basic operations of district.

3.2 The DGN serves on the District Operations Committee, and undertakes assignments as directed by the DG.

3.3 He/She becomes DGE on July 1 and attends Zone Institute training.

Section 4 – District Governor-nominee designate

4.1 The DGNd is selected by the district process described in Art. II, Sec. 4. Once officially named and announced, it is the role of the DGNd to understudy the DG and learn basic operations of district.

4.2 He/she serves on the District Operations committee and undertakes assignments as directed by DG.

4.3 The DGNd becomes DGN on July 1 and attends Zone Institute training.

Section 5 – Area Governors and Administrative Assistant Governor

5.1 DGE shall appoint Rotarians as AGs to assist in carrying out the District Leadership Plan and serve as key liaison workers between the DG and club presidents and club committees. AGs have such authority as outlined in the RI District Leadership Plan and properly delegated to them by DG and shall have only those responsibilities which may be assigned to them by DG.

5.2 Recommended criteria for the selection of AGs should include, but not restricted to, being an active member in good standing in a club in the district for at least three years and having served as president of a club for a full term, or as a charter president for at least six months. Additional criteria include knowledge of the clubs, district and Rotary including relevant policies and Rotary's online tools; demonstrated leadership skills and qualities including,

listening, communication, motivation, accessibility, integrity and being proactive; and regular participation in district events. (Code of Policies, 17.030.1.)

5.3 AGs are district appointees selected by the DGE, not officers of RI. AGs are appointed on an annual basis, with no AG serving more than three one-year terms. When possible, one-third of AGs should be first-term appointees. This allows continuity in district leadership and provides more leaders opportunities to serve. No PDG should serve as AG.

5.4 The DGE, in consultation with Operations and Strategic Planning Committees, will review district club grouping into areas on an annual basis and formally recommend to the Strategic Planning Committee proposed changes in club groupings.

5.5 The responsibilities of AGs shall be those determined by DGE within guidelines set forth in COP, RI District Leadership Plan; and District 7570 Policies and Procedures. Responsibilities include those listed in the COP and:

- Participates with committee chairs in DTTS.
- Works with the DG and DGE to develop goals for the District.
- Advises the DG and DGE on committee selections and prospective AGs.
- Indicates club ratings, document official AG Club visits, and enter other observations about a club in the comments section of club ratings in Rotary Club Central prior to June 1. Visits each assigned club at least quarterly and communicates regularly via telephone, e-mail and/or mail.
- Supports each club president and seeks ways to help clubs be successful in the local and global community.
- Serves as a conduit to enable the DG to communicate effectively with local clubs; keeps the DG fully aware of the status of each club, with emphasis on both successes and problems.
- Provides information and education about district and RI programs to each club, with emphasis on the work of TRF.
- Attends meetings as required by the DG – District Conferences (before and during term), PETS, DLA, CTT, DTTS area workshop meetings and DG/AG meetings when called.
- Schedules and plans for the visit of the DG to areas and clubs.
- Performs other assignments as requested by the DG.

5.6 Administrative Assistant Governor

- The position of the Administrative Assistant Governor serves as a team member with the District Governor to assist him/her with management decisions and offer suggestions and solutions that the DG may want to discuss.
- The major management activities are:
    - In collaboration with the DG and the District Learning Facilitation Chair, the AAG shall:

- support logistical matters of location, catering, an event budget, and other needs as directed by the DG for District training events such as PETS, DTTS, CTT.
- work with the DG and Foundation Chair to manage the details of the Grant Management Seminars and Foundation events
- set up the registration on the DACdb calendar and is prepared to check in the registrants, collect payment when appropriate and ensure that nametags and other printed materials are in place
- assist with ensuring the technology or the linkage for a virtual meeting is in place as required such as projectors, microphones, etc., for the above events and present the budget for all needed technology to the DG
- work with the District Conference committee as needed, especially those events involving the DG
- keep the calendar current on DACdb and on the website with all training dates or other events
- keep the listing of AGs, District Committee Chairs, and District Officers current on DACdb for each Rotary year
- manage the District's Zoom account; this involves scheduling of District meetings called by the DG, assisting Committee Chairs with scheduling of committee meetings, managing training sessions and webinars as needed, and ensuring the capacity of attendees and recording storage is adequate for the District's needs
- assist the DG with preparing for and scheduling the monthly AG calls, all COG meetings, and the District Legislative Assembly (DLA)
- participate as a non-voting member of the District Finance Committee, as many events managed by the AAG have a financial impact for the District
- work with the DG to determine purchase of (if applicable) the PDG pin and plaque for the out-going DG at the end of the Rotary year
- assist the DG & AGs in the selection and presentations of the Area 110% Awards on an annual basis
- be a voting member of the DLA

Section 6 – Treasurer and Assistant Treasurer

The Treasurer and Assistant Treasurer are recommended to DLA by the Finance Committee and elected by clubs at DLA. They are elected to a three-year term, and may be elected for an additional two-year term, if recommended to DLA by the Finance Committee. The Assistant Treasurer shall work with the Treasurer on financial matters to gain working knowledge and

be able to handle treasurer responsibilities in the absence of the Treasurer. For continuity, the Assistant Treasurer may be considered by the Finance Committee to fill the Treasurer vacancy. The DG will fill interim vacancies in the Treasurer or Assistant Treasurer positions, should they occur.

6.1 The treasurer has day-to-day management responsibility for financial resources subject to oversight and approval of the DG and the Finance Committee. Accounts managed are the DG's budgetary account, operations revenue and expenses, and reserve accounts.

6.2 The Treasurer shall:

- Disburse budgetary funds according to budget approved by clubs at DLA.
- Be responsible for seeing the IRS Form 990 is completed and filed on or before 15 November.
- Send district dues invoices on November 1 based on the membership in clubs as of September 30; payment is due 1 December.

6.3 Treasurer and Assistant Treasurer shall:

- Be full members of the Finance Committee.
- Be bonded at district expense.
- Attend DLA and the District Conference.
- Attend all meetings of the Finance Committee.
- Prepare and distribute monthly expense vs. budget report of current budgetary funds.
- Cooperate with the Audit Committee and provide all financial records necessary to complete the annual audit.

Section 7 – Secretary and Assistant Secretary

Candidates for the positions of the District Secretary and Assistant Secretary are recommended by the Council of Governors (COG) and elected by clubs at the District Legislative Assembly (DLA) for an initial three-year term. They may be re-elected for an additional two-year term. In the event of a vacancy of either position, the District Governor shall fill the vacancy by appointment until the next District Legislative Assembly.

7.1 The Secretary shall attend and record minutes of the Council of Governors meetings, the District Legislative Assembly, and such other District meetings or events as directed by the District Governor. Minutes of all such meetings or events shall include essential facts discussed and all specific actions taken and shall be distributed to the attendees within thirty days of the meeting or event.

7.2 Secretary shall:

- Submit a report at each Council of Governors meeting that includes a snapshot of the District relative to its health and vigor, such as membership, club size, issues brewing.

- Gather nomination forms for District Governor and work with the Nominating Committee to facilitate the interviews.
- Ensure production is made of the final version of the District 7570 Policy & Procedures Manual containing items approved during the District Legislative Assembly; and provide the final P&P Manual to the Webmaster to post on the District Website.
- Ensure minutes for all District level meetings are archived, preferably both in paper form at the District office located at the VT Corporate Research Center and in electronic form in the District files on DACdb.
- Perform such other tasks agreed upon.

7.3 Assistant District Secretary shall:

- Learn how to perform the duties of the District Secretary.
- Serve in the role of the District Secretary in the absence of the District Secretary.
- Perform such other tasks agreed upon.

ARTICLE III: COMMITTEES, STANDING AND SPECIAL

Section 1 – Awards

1.1 District Conference

1.1.1. A district conference may be held at a time and place selected by the governor nominee and planning for the conference should begin when the DGN is certified by the RI General Secretary

1.1.2 District Conference Advisory Committee
(also reference MOP 15.040, COP Article 17.030; Article 20.010)

- Responsibilities –
  - Advises the District Conference Planning Committee on matters pertaining to planning the District Conference and ensuring D7570 has an appropriate venue for the District Conference under contract approximately three years in advance
  - In general, provide oversight of all aspects of the District Conference including, but not limited to, programming, budget, and logistics
- Members - Six members appointed by DG (or DGE), at least 2 shall be PDGs and the remaining past District Conference chairs or other persons experienced in planning conferences.

1.1.3 District Conference Planning Committee
(also reference COP Article 17.030; Article 20.0010-030)

- Responsibilities
  - Assists the DG in District Conference planning, programming, budget, and logistical details
  - Promotes fellowship among Rotarians, disseminates Rotary information, conducts business usually brought before District Conference. This committee executes the event
- Members – Include committee chair, Treasurer, host club(s) chair and additional members as deemed necessary by the DG
- Program
  - Further programs of Rotary through fellowship, inspirational Rotary addresses and presentations and discussions of Rotary activities and programs
  - Speakers and subjects to create a program shall be the responsibility

of the DG
- Encourages partners to participate in, and attend, all programs. Functions planned for partners should not conflict with District Conference program features
- Makes provision for free time with activities to encourage fellowship

1.1.4 Special Awards

- Recognizes clubs and individuals in D7570 rendering outstanding service that enhances the image of Rotary and promotes wider adoption of the Object of Rotary. The Awards committee shall assist the DG by informing clubs of awards by September 1, receiving and screening replies from clubs, identifying and recommending individuals and clubs for awards.

- **Awards given at District Conference** for the following club achievements:
  - Club service
  - Club bulletin
  - Club partnership service
  - Conference attendance (*Conference committee determines award*)
  - Best club website
  - Community service
  - Youth activities
  - Membership growth
  - Vocational service
  - Public image
  - International service
  - Douglas A. Newton Excellence in Communication (*From the Kingsport Downtown club, they will present a plaque*)
  - 110% award for each area (*AG choice award*)
  - David Moreman Youth Encouragement Award (*DG choice award*)
  - J. Ronald Ferrill Humanitarian Award (*DG choice award*)
  - Peacebuilders Award (*DG choice award*)
  - Outstanding Club Award (*DG choice award, presented at end of Rotary year*)

  Each award may not be given every year.

  - Membership Awards should represent the district's area makeup.
  - The committee prepares award materials and obtains banners from clubs.
  - The committee presents the results of its deliberations to the DG 30 days prior to the District Conference.

1.2 Lifetime Rotary Achievement Award
The award was established in 2025 to honor a Rotarian's commitment and dedication to Rotary. Criteria include a minimum of 20 years in Rotary, service that embodies the Four-Way Test and our core values and has a demonstrated impact on their community and/or Rotary's global mission. A candidate should be nominated by their club and the award presented by the District Governor at any time during the year at a club or area meeting.

1.3 Gold Club Achievement Award
The DGE provides oversight for Gold Club Achievement Award earned by clubs over the Rotary year for excellent accomplishments of service, leadership, TRF, membership and retention, and public relations. The committee evaluates criteria for needed updates, reviews submission of applications for awards and participates with presentations of awards, facilitated by the Area Governors at the end of the Rotary year.

1.4 Rotary International Citation and The Rotary Foundation Awards
(also reference COP Article 43)

Solicit nominations from the clubs and assists in nominating qualified D7570 Rotarians or Clubs for RI recognition and awards.

- RI Service Above Self
- TRF Citation for Meritorious Service
- TRF Distinguished Service
- TRF Service to Humanity
- TRF District Service - At DG discretion, recognizing up to 20 Rotarians serving humanity through TRF
- RI Club Builder Award – At DG discretion, recognizing up to ten Rotarians who have significantly supported and strengthened their Rotary Clubs
- Significant Achievement - DG may nominate one club whose club project extends over a period, addresses a community need, and involves large number of club members

Other Club Awards

- RI Avenues of Service - one member per club annually for outstanding efforts
- Rotary Citation – Club meeting requirements of current RI president

Section 2 – Communications

2.1 Public Image

(also reference COP Article 9.050; Article 17.030; Article 50.010)

Responsibilities

- Assists the DG in encouraging all Rotarians to become more knowledgeable about Rotary.
- Assists the DG and the district in all public relations matters.
- Helps clubs establish an active Public Image committee.
- Upon request, assists clubs in public relations matters.
- Helps clubs and areas coordinate Social Media marketing and management.
- Provides each club with up-to-date Rotary information.
- Prepares and disseminates the district newsletter monthly to all Rotarians in District 7570.
- Promotes informative and effective new membership indoctrination.
- Promotes Rotary to the general public and encourages Rotary branding.

2.2 Information Technology

The Committee works cooperatively with district leadership to make effective use of internet and related technology to improve communications capabilities of district.

Responsibilities include working with leadership to develop site content and maintaining functionality of the district web presence.

District Communications Officer (DCO) maintains the DACdb database and serves as chair of the Information Technology Committee.

Section 3 – Foundation

3.1 District Rotary Foundation Steering Committee

(also reference COP Article 17.030)

The District Rotary Foundation Steering Committee assists in educating, motivating, and inspiring Rotarians to participate in Foundation grants and fundraising activities in the district. The Committee serves as the liaison between The Rotary Foundation and Rotarians. All Foundation subcommittee chairs are members of this committee, with the district governor as an ex-officio member.

In addition to the minimum recommended qualifications established in the District Leadership Plan, the Rotary Foundation Steering Committee members should be past district governors, past area governors, effective past district subcommittee members, or experienced Rotarians – appointed based on their commitment to The Rotary Foundation as demonstrated through program participation and financial

contributions. All Committee members are expected to attend a regional Rotary Foundation seminar conducted by a Regional Rotary Foundation Coordinator (RRFC). In addition, they should participate in the district team learning seminar and other district meetings, including the District Conference.

The Chair of the District Rotary Foundation Committee (DRFC) shall report to the district governor on all district Foundation activities, including the qualification status of clubs and the district, oversees and serves as an ex-officio member of all subcommittees. The DG and the DRFC are the two authorizing signatures for the use of the District Designated Funds to reflect the decisions of the District Rotary Foundation Committee.

To ensure a smooth transition being passed on from the outgoing DRFC to the incoming DRFC, the selection of the incoming DRFC shall be considered by the time of the District Conference or approximately 3 months before the new Rotary year.

The DRFC and the Steering Committee shall:

- Work with the district governor, district learning facilitator, and the district learning facilitation committee to plan, organize, and promote district seminars, the district Rotary Foundation seminar, the district team learning assembly, presidents-elect learning seminar, and grant management seminars, focusing on agenda and content.
- Provide support to the governor and other district committee chairs to ensure Rotary Foundation activities are properly included in such committees and support Area Foundation Advocates and Club Foundation committees.
- Assist the governor in nominating qualified recipients for district Rotary Foundation awards.
- Ensure the Rotary Foundation grant activities are reported at a district meeting to which all clubs are invited such as during District Conference, PELS
- Receive, disburse, and maintain, grant funds, and report on grant activities.

3.2 Grants Subcommittee

The grants subcommittee is responsible for fiscal management of grant funds, promoting, and encouraging implementation of district grants and global grants. Members should be Rotarians who have experience with Rotary Foundation grants and professional expertise in either one of the areas of focus, grant preparation, project management, or stewardship. The tasks of the committee include:

- Serving as a district expert and resource on all Rotary Foundation grants.
- Creating and enforcing a district policy that outlines the distribution of grant funds for clubs and the district.
- Providing input on DDF distribution.

- Abiding by, following, enforcing, disseminating, and educating clubs on the terms and conditions of grant awards for district and global grants.
- Confirming that global grant applications are completed and that the sponsoring clubs have been qualified.
- Serving as the primary contact for district grants.
- Working with the District Rotary Foundation Committee chair to disburse grant funds and with the Stewardship Subcommittee to ensure that proper records of grant activity are maintained for reporting purposes.
- Establishing a grants budget and maintain appropriate grant recordkeeping systems, to include the age of funds.
- Conducts orientation for all Vocational Training Team recipients before their departure or upon their arrival.

3.3 Stewardship Subcommittee

The District Stewardship Subcommittee is responsible for ensuring the careful and responsible management of Rotary Foundation grant funds and educating Rotarians on proper and effective grant management. Subcommittee members should, preferably, be Rotarians with professional experience in auditing or accounting and those with experience with Rotary Foundation grants. Other responsibilities include:

- Assisting in the implementation of the district memorandum of understanding, including the development of the financial management plan.
- Ensuring that the annual financial assessment of the financial management plan and its implementation are conducted in accordance with the district qualification memorandum of understanding.
- Overseeing the qualifications of clubs, including assisting with grant management seminars.
- Monitoring and evaluating the implementation of proper stewardship and grant management practices for all club and district sponsored grants, including reporting to The Rotary Foundation on all grants.
- Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.
- Creating a system to facilitate and resolve any potential misuse or irregularities in grant related activity, report any potential misuse or irregularities to The Rotary Foundation and conduct initial local investigations into any reports of misuse.

3.4 Scholarships Subcommittee

The Scholarships Subcommittee promotes and administers Global Scholars, Peace Scholars, and District Scholars program in the District. When many qualified applicants apply, use district scholarship endowment funds to

apply for TRF Global Scholars matching grant, thus increasing the number of scholarships. They are responsible for:

- Assisting the DG in promoting all Foundation scholarship programs.
- Contacting appropriate student personnel officers at all colleges, universities, and technical training institutions in the District to explain the scholarship programs and obtain their cooperation in publicizing among students.
- Encouraging clubs to seek, assist, and nominate highly qualified applicants.
- Processing applications, conducting interviews, and selecting candidates.
- Assuring that each scholar has a counselor in the host club and that counselor understands the program and activities of the scholar.
- Conducting an orientation for all Rotary Peace Fellowship and Scholarship recipients before their departure or upon their arrival.
- Maintaining accurate contact information on all scholars and encourage and coordinate past scholars presenting programs to clubs and others, at District and local meetings.

3.5 Endowments Subcommittee (maybe combined with the Scholarship Committee)

The Endowments Subcommittee manages the Skelton and Jones Endowments and:

- Publicizes and promotes financial support/growth of the two endowments.
- Communicates with The Rotary Foundation to maintain understanding of the health of the endowments and the availability of realized funds for scholarships.
- Shares the details of the realized funds availability to the Scholarships Subcommittee.

3.6 Annual Giving Subcommittee

The Annual Giving Subcommittee promotes and encourages on-going, continuing financial support of The Rotary Foundation through contributions to the Annual Fund. The Annual Giving Subcommittee includes Area Foundation Advocates, appointed by the DG, who support clubs and inspire local Rotarians towards giving in all programs of The Rotary Foundation. Area Foundation Advocates report to the Chair of the Annual Giving Subcommittee and coordinate their efforts with the Chairs of the Paul Harris Society, PolioPlus, Endowments, and Planned Giving/Major Gifts Subcommittees. Other responsibilities include:

- Developing and implementing a comprehensive and effective program to achieve meaningful levels of club and Rotarian contributions.
- Assisting clubs in identifying their club Foundation Chairs and providing training for the chairs.

- Working with the clubs to establish challenging, achievable Annual Fund giving goals.
- Assisting clubs in developing and implementing a fundraising program, utilizing milestone achievements such as EREY, Paul Harris Fellow, Sustainer, multiple Paul Harris Fellow, and Paul Harris Society membership. Such programs should be in harmony with District Goals and milestones.
- Publicizing District goals/milestones and providing regular updates of progress toward achievement.
- Providing club presentations on programs of the Foundation.

3.7 PolioPlus Subcommittee

The PolioPlus Subcommittee is responsible for supporting Rotary's commitment to polio eradication and for encouraging participation in PolioPlus activities by all Rotarians. The PolioPlus Society was established in January 2022 and Rotarians who commit to making a PolioPlus donation of $100 or more every year and fill out the form are considered members. The Committee is also responsible for:

- Encouraging donations from Rotarians, clubs, the district, and donations of DDF for PolioPlus.
- Organizing at least one PolioPlus district activity during the year.
- Working with the Foundation chair, district public relations committee, and the governor to ensure appropriate recognition of exemplary polio eradication club and district activities.
- Assisting the governor and the district trainer on the presentation of PolioPlus as part of Rotary Foundation training at district meetings.

3.8 Planned Gifts/Major Gifts Subcommittee

The Planned Gifts/Major Gifts Subcommittee is responsible for promoting and encouraging planned giving and major gifts in support of TRF endowment growth. They also:

- Inform Rotarians of planned giving and significant giving opportunities as a means to secure the future of The Foundation.
- Work with club leadership to identify, cultivate, and solicit potential donors.
- Acknowledge and celebrate those making significant commitments and contributions.
- Establish meaningful goals and measure progress in achieving these goals.

3.9 Paul Harris Society Subcommittee

The Paul Harris Society Subcommittee is responsible for promoting District Rotarian participation in the Paul Harris Society as organized by The Rotary Foundation. Other tasks include:

- Identifying eligible Paul Harris Society members from Foundation Reports.

- Establishing annual participation goals for District Rotarians in the Paul Harris Society.
- Coordinating efforts with the Foundation giving committee and Area Foundation Advocates in promoting Paul Harris Society to District Rotarians.
- Communicating with new Paul Harris Society Members, and communicating with all Paul Harris Society Members, as part of regular Foundation updates.
- Monitoring PHS reports and communicate giving levels as needed to PHS members.

3.10 Foundation Celebration

At the DG's direction, the Foundation Celebration Subcommittee may be convened and is responsible for organizing, planning, and executing an appropriate event for District 7570. The intention is to celebrate the good being accomplished in the world and to recognize donors throughout the District.

Section 4 – Membership

4.1 Membership

(also reference COP Article 4; Article 5; Article 17.030)

The DGE appoints the chair for this committee. Members of the committee should represent areas (Membership Advocates.) The Membership Chair works with the DGE to design and implement a comprehensive and effective membership recruitment, retention, and new club development programs.

Responsibilities include:

- Assisting the DGE to establish District membership and retention goals.
- Encouraging clubs to strive to represent the demographic composition of the community's professionals through diversity, equity, and inclusion.
- Understanding how to use the Membership Action Plan (MAP) and can educate AGs, club presidents and membership advocates on its use.
- Meeting with the membership advocates several times during the Rotary year and works with them on presentations they may give to clubs.
- Ensuring clubs are aware of and have access to Rotary International's membership tools and provide clubs with regular updates to keep them engaged and enthusiastic about membership growth and retention.
- Providing an annual presentation for area AGs and advocates on recruitment, retention, and new club development.t
- Working with Public Image Committee to plan activities to aid local club membership efforts.
- Identifying and recognizes clubs that are reaching and surpassing goals.
- Assisting clubs in achieving membership goals.
- Identifying clubs in need of membership development strategies and assisting AG and area advocate to provide appropriate support to the clubs.

4.2 New Club Development

With the assistance and support of the District Leadership Team, this committee assists Clubs and Areas to expand existing clubs and develop new clubs. New clubs are chartered with 15 members and satellite clubs with 8. The New Club Development Committee is a resource for information about new club models and the process of starting a new club.

4.3 Rotaract

(also reference COP Article 12.010)

Facilitates fellowship and community service among young adults through Rotaract clubs. The Committee will involve and support local club chairs and Rotaract leaders in organizational leadership and program planning and will encourage and assist district clubs in establishing/sponsoring Rotaract clubs as a means of service.

Section 5 – Operations

5.1 Council of Governors (COG)

The COG shall function under the direction and supervision of the DG to offer advice and counsel on matters affecting the district. Members of the COG are advisory to the DG and shall take no action which may in any way tend to dilute authority or responsibility of the DG.

Membership of the COG shall consist of the DG as chair, DGE, DGN, DGNd, and all PDGs of RI who are members of clubs in D7570 and reside in the territorial boundaries of D7570. The DG may invite guests to attend meetings to provide information or special reports.

The COG shall meet three times annually with one of the meetings being at the District Conference, if possible. The DG may call meetings at other times, as he/she sees fits.

The COG shall recommend the District Secretary and Assistant Secretary to be elected at DLA.

5.2 DG Nominating Committee

(MOP 12.010; also reference COP Article 19.030)

Selection of District Governor Nominee shall be by nominating committee as provided in MOP 12.010, et seq.

The Nominating committee meets annually to interview candidates nominated by

their clubs to become DGN for the ensuing Rotary year. The DGN selected and approved will succeed to DGE the following year upon election of incoming DG at RI convention. The DG Nominating Committee shall be comprised of the DG and the last five PDGs (chronologically) that have served as DG in D7570 with the immediate PDG as its chair; no PDG may serve in the event a member of his or her club is being considered for nomination. In the event of unavailability or ineligibility for any reason, the next PDG in reverse chronological order shall serve. All members except for the DG are voting members. If there is a vacancy and no PDG is willing and able to serve, the President of RI will appoint a suitable Rotarian to serve from the District. (MOP 12.030.2)

Time Schedule and Nominating Procedure: In accordance with MOP 12.010, the district shall select the DGNd not more than 36 months or less than 24 months prior to the day of taking office. The Nominating Committee for DG shall be charged with the duty to seek out and propose the best available candidate for DGN. The DG attends as representative of Rotary International and is a non-voting member. All actions taken shall be by majority vote of those present and may be by secret ballot if the chair desires. Only members of the nominating committee are to be present during the official meeting of the committee (other than candidates and partners when interviewed.)

5.2.1 DG Recruitment Committee

This committee is led by a PDG not on the Selection Committee. He/She may put together a small committee of past DGs (also not the Selection Committee), AGs and district officers to seek out and encourage qualified candidates to apply for District Governor. It will be their responsibility to supply information and answer questions of the Rotarians they contact. The Selection Committee may pass names to the Recruitment Committee but should not contact potential candidates.

5.2.2 Disruption

Should a resignation of any member among the District leadership team [District Governor, District Governor-elect, District Governor-nominee] occur, the District Governor shall promptly phone (and follow-up electronically with a detailed explanation) the District's representative at Rotary International, Club & District Support, for guidance.

5.3 History & Archives

The Committee, in consultation with DG, prepares and submits historical material to the district for inclusion in the district archives. Materials to be considered included: brief summary by DG of each year's activity, to include but not limited to a listing of VTT, Scholars, District Conference materials, brief TRF grants history, Rotarians serving in RI posts. Each club will be asked to submit a copy of the annual club history form

summarizing their year.

At least every five years, the DG shall seek approval of clubs at DLA to publish and finance printing and distribution of an updated history. The committee will be responsible for preparing the summary for publication. If possible, they should prepare an update to the history each year.

5.4 Operations Committee
(also reference COP Article 19.070)

The Operations Committee is composed of DG (chair), DGE (vice chair), DGN, DGNd, immediate PDG, AAG (also serving as recording secretary), and others such as District Treasurer, the Assistant Treasurer, District Secretary, DRFC, Finance Chair, Learning Facilitator, and the Strategic Planning chair at the discretion of the DG. Confers regularly on operations and activities that have a duration of one year or less to ensure continuity and direction of district.

5.5 District Learning Facilitation Committee
(also reference COP Article 17.030)

This committee coordinates district learning opportunities. The DG, based on recommendations of the DGE, shall appoint district facilitator(s) on an annual basis but he/she may serve in this role for a total of 3 years. The District facilitator will chair the committee and support the DG and DGE in providing learning opportunities for club and district leaders. District 7570 has agreed to continue using the acronyms of PETS, DTTS and CTT to describe our learning opportunities.

Club Team Training Sessions (CTT):
(also reference COP Article 20.060)

The sessions are developed to prepare incoming Rotary leaders or update continuing club leaders on their roles and are held virtually. The sessions may include training for, but are not limited to, secretaries, treasurers, and club chairs in various roles such as membership, TRF, public image, youth programs and grant writing. The DGE is responsible for CTT, assisted by the Learning Facilitation team.

District Team Training Seminar (DTTS):
(also reference COP Article 20.080)

The DGE, supported by the Learning Facilitation committee is responsible for developing and implementing the training program for AGs and district committee chairs. An effective program for AGs and designated district committee chairs addresses:

- DG/AG relationship
- Working with Club Leaders
- TRF Goal development
- Understanding the Rotary Learning Center
- Club assemblies
- Membership – Club Extension
- Public Image
- Youth Programs
- RI and TRF programs
- Rotary Action Plan
- Resources available
- Other items as required

President Elect Training Seminar (PETS):
(also reference COP Article 20.070)

The purpose of the presidents-elect training seminar (PETS) is to prepare incoming club presidents for their year as president and to give the DGE and incoming AGs the opportunity to motivate incoming presidents and build their working relationship. The DGE, supported by Facilitation committee, is responsible for developing and implementing the learning opportunities for PEs and PNs. An effective program addresses:

- Instruction in club administration
- General Rotary information
- Rotary administrative responsibilities
    - Rotary Action Plan
    - Working with the Area Governor
- Motivational and inspirational presentations
- The Rotary Foundation
- Public Image
- Youth Protection
- Membership
- Any other items suggested by the DGE

5.6 Finance
(also reference COP Article 17.030.2)

The Finance Committee controls finances and is charged with the following responsibilities:

- Working with the DGE to prepare a zero-based preliminary operational budget proposal defining all anticipated revenues and

expenses during the following Rotary year and proposes per-capita dues as deemed necessary.

- Approving the budget and per capita dues for the DGE to present to DLA for adoption.
- Determining the policies and procedures to govern disbursement of funds, including any extraordinary disbursements in excess of budget.
- Recommending the Treasurer and Assistant Treasurer to be elected at DLA.
- Reviewing the audit of finances.
- Reviewing all fund investments.

Finance committee membership shall be:

- Committee Chair*
- DG
- DGE
- DGN
- DGNd (non-voting)**
- Two members-at-large***
- Treasurer
- Assistant Treasurer
- Immediate Past District Governor as ex-Officio
- Administrative Assistant Governor (non-voting)

*Finance Committee Chair must be a PDG and cannot serve as a director or officer of the District 501c3 Foundation Board
**The DGNd fully participates in all committee activities as a non-voting member
***At-large members shall each serve a three-year term, with terms to be staggered. At-large members shall not have been DGs but must have served as club president

The Audit Committee will conduct a review of financial records and statements prepared by the Treasurer and reports the findings to the Finance Committee within 60 days of the end of the fiscal year.

The Audit Committee shall consist of at least three members (all active Rotarians in good standing) with two being PDGs and another Rotarian with audit experience. The DGE will recommend members for three-year staggered terms. When selecting Audit Committee members, the DGE may not select someone who served on the Finance Committee during the year that is being audited. The Audit Committee will be approved by DLA.

- Because the financial report to the IRS must be filed each year on or before 15 November of the prior calendar year, all bills from the previous Rotary year must be submitted to the Treasurer within 30 days after the close of year.
- The Treasurer prepares an annual financial statement and report, including income and expenditures with supporting documents (bank statements, certificates of deposit, etc.) and submits the statement and report to the Audit committee; the Audit committee reviews the Treasurer's reports and statements and issues a report of findings to the DG and Finance committee.
- The Finance committee reviews the report of findings and financial statement and then recommends appropriate action.
- The DG must provide an annual financial statement to each club within 3 months after the end of DG's year in office.

The following policies will be used to conduct the financial business of the District. Not all district committee chairs have a line item in the budget, but if they do, they may use their budget as follows:

- **Reimbursement Guidelines for District Officers and Committee Chairs:**
  - Administrative supplies and activities such as postage, copying, printing
  - Purchased or rented equipment, meals, beverages, audio/visual equipment rental, and space rental associated with a planned event needed for use in approved activities - must have prior approval of a Committee Chair and/or District Governor
  - Mileage reimbursement based on the IRS rate for business miles driven in service of the district in the fulfillment of their responsibilities
  - Request for expense reimbursement must be submitted on the standard "District 7570 Reimbursement Voucher" (downloadable from www.Rotary7570.org/Our District/Governing Documents
    - Each expense submitted must be defined/included in a specific budget line(s). Attach receipts for all expenses
    - A submitted voucher must be approved by a Committee Chair or District Governor
    - Cumulated expense reimbursements from a budget line item will not exceed the line total (an exception will require approval by the District Governor)

- **Reimbursement Guidelines for Area Governors:**
  The Area Governors are given discretionary use of their allowances and may request reimbursement for actual and reasonable expenses, using the standard reimbursement request form and by submitting the request(s) to the District Treasurer, with supporting documentation. The

following expenses are allowed for Area Governors:

- Mileage reimbursement based on the IRS rate for business miles driven in service of the district, in the fulfillment of their responsibilities
- Lodging or a lodging stipend as pre-approved by the District Governor (or after the fact, in the case of emergency lodging)

- **Reimbursement Guidelines for District Governor, District Governor-elect, District Governor-Nominee, and District Governor Nominee-designate:**
  In accordance with approved District 7570 Reimbursement Guidelines, duties and responsibilities provided by RI in the current Manual of Procedure, the District Leadership Plan, and the District 7570 P&P manual, the District Governor, District Governor-elect, District Governor-nominee and District Governor-designate are granted special consideration in submission of actual and reasonable substantiated expenses, not limited to the standard guidelines, but within the guidelines for District officers as defined in the mentioned documents.

  - Requests for actual and reasonable reimbursement must be made on the standard "District 7570 Reimbursement Voucher" form and submitted with substantiating documents to the District Treasurer
  - Mileage reimbursement based on the IRS rate for business miles driven in service of the district in the fulfillment of their responsibilities
  - Reimbursement cannot exceed the total allowance

- **Provision of annual district budget allowances for District Governor, District Governor- Elect, and District Governor-Nominee, and District Governor Nominee-designate:**
  Budget allowances are established as a standard aspect of each annual budget.

  The budget allowances are not intended to be inclusive or static, but adaptive to changing requirements at both International and District levels. The allowances are therefore established annually, reviewed periodically, and must meet the test of both reasonable and actual expenses for the management of duties of the respective offices.

- **Modification of Approved District Budget:**
  Budget funds may be modified or re-allocated among budget line items by the District Governor, under the following guidelines:

  - Budget line items may be revised at any time by the District

Governor. All changes to the budget will be reported to the Finance Committee by their next scheduled meeting. Revision of budget expenses should never exceed budgeted revenue
    - In the case of emergencies or unforeseen circumstances when expenses exceed budgeted revenue, the Finance Committee will expect to see a demonstration for cause from the District Governor
    - Authorization from the Finance Committee (by a ¾ vote of members present or by written proxy, with at least 5 voting) of expenditures in excess of budgeted expenses is required
    - No indebtedness may be incurred that will adversely impact the approved per capital levy (dues)

  There shall be full disclosure of actions taken under this policy as a part of the year-end financial report to district clubs, provided by the immediate District Governor as required by RI MOP.

- **Utilization of Reserve Funds:**
  District Reserve Funds must be maintained. Using the following guidelines, the Finance Committee will assure adequate reserve funds and make funds, more than an established reserves, available for use in the District:

    - The district will establish and maintain a Reserve Fund equal to 75% of the average of the previous three years actual District dues income. It will be the responsibility of the DGE and Finance Committee in developing a budget each year to allow for replenishment of the Reserve Fund
    - Reserve funds are not intended to balance the budget, but may be needed to augment a line item from time-to-time
    - Use of the excess funds shall be considered following a written request from the District Governor
    - The Finance Committee shall approve (by a ¾ vote of members present or by written proxy, with at least 5 voting) the use of these funds, with the understanding that such action will not adversely impact the financial integrity of the District
    - There shall be full disclosure of actions taken under this policy as a part of the year-end financial report to district clubs, provided by the Immediate Past District Governor as required by RI

5.7 District Conference Accounting

District Conference funds will be held in a separate account.

If the District Conference concludes with a surplus the District Governor will report to the District Finance Committee and include a recommendation for the use of such surplus no later than July 1. The District Governor and the Finance Committee will agree on how the surplus is disbursed, considering the following factors:

- Contributions to The Rotary Foundation
- Investment in District-wide projects
- Replenishment of District financial position
- Intent of District Conference Sponsors

A full accounting of all District Conference finances shall be made and included with the District's fiscal year report prepared by the District Treasurer. The District Finance Committee shall receive a full accounting of the District Conference from the District Governor by June 1 of the current fiscal year.

Use of the District Conference Restricted Fund:
The District Conference Restricted Fund was created from surpluses or a portion of the funding from previous District Conferences. The District Governor's club is the host club and is responsible for the management of the finances to present the conference.

If the District Conference concludes with a deficit, the host club is responsible for the deficit, however, the District Governor may request use of all or a portion of the District Conference Restricted Fund. The District Finance Committee will act on the District Governor's request by June 1 of the current fiscal year. Use of District Conference Restricted Funds is limited to the following:

- Only for unforeseen, unanticipated, unpredicted budget shortfalls or once-in-a-lifetime opportunities.
- Examples of unforeseen circumstances include, but are not limited to, Acts of God such as weather cutting off available transportation, shortage of commodities, governmental authority, or act of war on the United States of America.
- Cannot be used to reduce registration fees, augment sponsorships, or for failure to properly budget and manage income or expenses.
- May be used for late additions to programming (opportunities), special guests (last minute), grant opportunities, or augmented youth activities, if approved by the Finance Committee prior to the District Conference.
- Funds must be used in the year of need and only for the requested purpose.
- The Finance Committee has final authority for approval.

5.8 Strategic Planning

(also reference COP Article 19.010

The Strategic Planning Committee provides longer range planning and makes recommendations to the DG, Operations Committee and DLA as indicated, to include updating District Policy & Procedures after RI Council on Legislation meets. Examines and provides a plan for updating a rolling three-year Strategic Plan.

Committee members may be at-large members appointed by the DG and or any PDG who is actively involved. Historically, the chair has been the immediate Past District Governor.

5.9 District Leadership Assembly (DLA)

The DLA Committee shall provide oversight of the DLA session, enact, and amend district policies and procedures, develop DLA agenda, programming, and logistical details of the assembly. DLA Committee members include but are not limited to the DGE serving as chair, DG, District Secretary, and District Treasurer.

The Assembly of PEs should discuss and vote on legislation proposed by the Strategic Planning Committee and DG. The DLA committee is consulted for inclusion of documents and elections requiring the votes of all clubs. Each Club PE shall attend DLA unless excused by DGE. If so excused, the PE shall send a designated club representative, who shall report back to the PE. If the PE does not attend DLA and has not been excused by the DGE or, if so excused, does not send a designated club representative to such meetings, the PE shall not be able to serve as club president. Special exemptions may be considered by the District Governor-Elect.

Participants (voting members) are the District Governor-Elect, Presidents-Elect and incoming AGs (including AAG).

Section 6 – Youth Services

(also reference COP Article 17.030.2 (covers all committees); Article 41.010(Interact); Article 41.050 (RYE); Article 41.060 (RYLA))

The Youth Services Committee increases focus of Rotary on youth from age five through age 18. Includes Interact at the middle and high school level, EarlyAct at the elementary school level, youth exchanges and RYLA. It encompasses international understanding and opportunities to experience international contacts for exchange students or host

families, and to imbue ideals of international and community service to others and transitioning into business and professional world.

At the discretion of the DG, a Youth Services Coordinating Committee may be established to assist DG in planning and promoting the work of standing committees. The Youth Services Coordinating Committee includes the Youth Services Coordinator, who is appointed annually, but may serve for 3 or more years, and Chairs of each Standing Youth Service Committee.

The Youth Services Coordinator works under the leadership of the DG and coordinates the efforts of the Area Youth Advocates and the Youth Service Committees to plan, integrate, implement, and evaluate all district youth activities. The Coordinator serves as a member of all four committees and should stay informed of the work of each committee. Area Youth Advocates coordinate youth services at the area level, working with the Area Governors and the Youth Coordinator.

Youth Service Committees
(also reference COP Article 2.120) (Youth Protection)

Each committee is responsible for its area of work and is composed of members, all holding three-year appointments having staggered terms for continuity.

6.1 Interact Coordinator
Provides service through local Interact clubs. The Committee will involve local club chairs and youth representatives of Interact clubs for organizational leadership and program planning.

6.2 International Youth Exchange Committee (RYE)
Provides youth international exchange contacts and coordination. The Committee works through Eastern States Student Exchange (ESSEX) program. Direct contacts for exchanges may also be arranged through the district committee. The program includes both inbound and outbound exchanges, short-term (summer) and long-term (school year.)

6.3 District Youth Protection Officer
Serving under the leadership of the DG, serves on and works with all youth services committees to establish and maintain necessary policies and procedures needed to ensure students are properly protected from inappropriate actions and that all background checks are completed in a timely manner.

6.4 Rotary Youth Leadership Assembly Committee (RYLA)
Provides special leadership opportunities for selected high school students. The Committee will plan, publicize, and conduct the annual leadership seminar and coordinate the Speech Competition.

6.5 EarlyAct Coordinator
Early Act is a service club for elementary school students and sponsored by a Rotary Club. The Coordinator promotes the creation of EarlyAct clubs in elementary schools and educates clubs and Area Governors on the best practices.

ARTICLE IV: ROTARY INTERNATIONAL DISTRICT 7570 FOUNDATION, INC.

The Rotary International District 7570 Foundation, Inc is a 501c3 and was established in 2024 by the Council of Governors (COG.) The mission of the District Foundation is to initiate and support charitable activities for the benefit and general betterment of the area served by Rotary District 7570 including, among other things, providing grants, scholarships and support for other Rotary programs.

The members of the District Foundation are the Council of Governors. They are governed by a Board of Directors and a slate of officers. The annual meeting will be held each year at the site of the District Conference. Other meetings may be held as needed, either in person or by Zoom. Elections will be held at the annual meeting.

ARTICLE V: SPECIAL APPOINTMENTS AND SPECIAL COMMITTEES

Special Appointments and Special Committees are established each year at the discretion of the DG and presented to DLA for approval. Committee membership is by appointment from the DG. Following appointments, special committees and committee objectives are reflective of current practice but may be modified by future DGs with approval from DLA.

ARTICLE VI: DISTRICT SPOKESPERSON

Section 1 – DG is only RI officer in D7570
(also reference COP Article 19.010)

Only DG may speak officially for Rotary District 7570 and Rotary International.

ARTICLE VII: REPRESENTATIVE ON COUNCIL ON LEGISLATION

(also reference Article 59.030; Article 59.040; MOP 9.050 et seq.)

Legislation affecting clubs often contains proposals of vast significance and their study is of great importance, therefore a representative must be carefully selected. Best qualified person available should be selected to ensure thorough study, counsel to clubs and competent representation in COL. Each representative and alternate must be, or have been, RI officer (or be DGN under special circumstances).

The District representative for COL shall be elected by the COG PDGs acting as the nominating committee at the District Conference COG meeting at least two years preceding the year of COL. The candidate receiving a majority of the votes cast shall be the representative.

Nomination and Election Procedure, see MOP 9.050 et seq.

Districts may propose legislation and resolutions at COL through the same endorsement process as that used for club-proposed legislation. (COL 2022, 22-56)

ARTICLE VIII: MEMBER - ZONE NOMINATING COMMITTEE FOR RI DIRECTOR

The Zone nominating committee member for RI director must have been DG with at least three years elapsed time since service as DG prior to time of election and have attended two zone institutes and one international convention since being DG. They shall be elected pursuant to provisions of MOP 11.020.3.

ARTICLE IX: POLICIES AND PROCEDURES MANUAL

In administration of district Rotary programs, committees may vary from time to time, in developing procedures to assist in carrying out functions.

Policies and procedures of any standing committee, whether they have been published, shall be subject to review at DLA. By majority vote at DLA, committees' policies and procedures may be changed.

Any amendment proposal shall be accompanied by a certificate, signed by the president and secretary of the club proposing such amendment, stating that the proposal was adopted by majority vote of club membership present at time vote was taken. At DLA immediately following COL, COL representative shall propose changes to district policies needed to comply with enacted COL legislation. Any proposal to amend these policies shall be delivered to the DG not less than 45 days prior to DLA at which amendment is to be considered.

- The DG shall distribute a copy of the proposed amendment to the Club Secretary

and the Club President-elect of each club not less than 30 days prior to date of DLA at which such amendment will be considered.

- The Proposed amendment will become effective if it receives two-thirds vote of delegates.
- Unless the amendment shall specify otherwise, each amendment passed at DLA shall become effective on first day of the Rotary year.
- Should any amendment of these policies be required by changes in RI constitution, bylaws, or policies, then such amendment shall become effective immediately as required, whether or not DLA shall have taken any action with respect thereto. The DG shall cause a copy of any such amendment to be distributed to the president and secretary of each club stating that district policies have been amended and setting out the reasons; therefore, changes will be made in district practice, if required, to be in conformity with this document.

ARTICLE X: PROJECTS

(also reference COP Article 17.030)

As a means of achieving Object of Rotary through Five Avenues of Service, Rotary clubs identify, organize, and carry out projects, sometimes in multiple clubs' partnerships. There may be situations when the magnitude and scope of the project suggests district-wide partnering of all clubs to accomplish project objectives. To achieve this united effort, there are two district-wide project options – a district project and a DG project. Even though there are procedures for these project types, use of either should come only after thorough study and approval by clubs as set forth below. All projects should include positive peace through the Avenue of Service. Positive peace is defined as the attitudes, institutions, and structures that create and sustain peaceful societies, such as a sound business environment, equitable distribution of resources, free flowing of information, high levels of human capital, acceptance of the rights of others and low levels of corruption. (COL2022, 22-78)

District Project

Scope – A District project is implemented throughout entire district for three years or more. There will be no more than one active district project at any given time.

Process - Upon suggestion of possible project, a committee shall be appointed by the DG and charged with defining needs, formulating scope to address needs, and defining possible action steps/timing. The Committee will report its findings and recommendations at the next DLA. After the committee report and resultant discussion, DLA will decide whether to adopt or reject. The adopted district project will begin in the following Rotary year with the committee responsible for implementation and oversight throughout defined life of project.

District Governor Project

Scope – A District Governor project is implemented throughout the entire district for only one year. There will be no more than one active DG project at any given time.

Process - Upon suggestion of a possible project by the DGE, a committee will be appointed by the DG and charged with defining needs, formulating scope to address needs, and defining possible action steps and timing. The Committee will report on the findings and recommendations at the next DLA. After a committee report and resultant discussion, DLA will decide whether to adopt or reject. An adopted DG project will be implemented and completed during the following Rotary year, with the committee responsible for implementation, oversight, and completion during year.