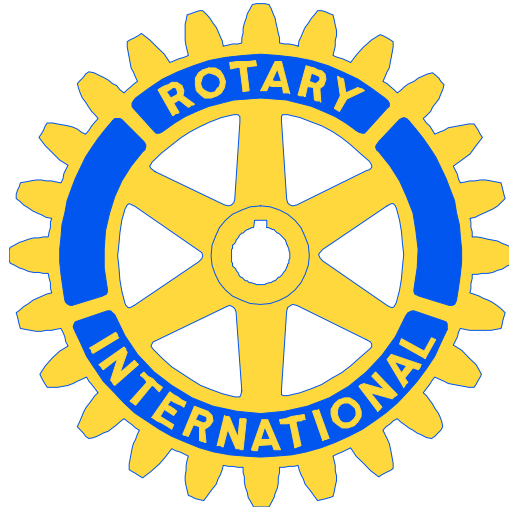

**DISTRICT 7570
POLICIES AND PROCEDURES**



Incorporating Changes of 2010 Council on
Legislation

Approved by District Legislative Assembly
April 11, 2011

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Abbreviations Used

AG - Assistant Governor
 COG - Council of Governors
 COL - Council on Legislation
 DDF - District Designated Fund
 DG - Governor
 DGE - Governor-elect
 DGN - Governor-nominee
 DICO - District Internet Communications
 Officer
 DLA - District Legislative Assembly
 DRFC - District Rotary Foundation
 Committee
 DTA - District Club Officers Training
 DTTS - District Team Training Seminar
 ESSEX - Eastern States Student Exchange
 GSE - Group Study Exchange
 MOP - RI Manual of Procedure 2010
 PAG - Past Assistant Governor
 PE - President-elect
 PETS - Presidents-elect Training Seminar
 PDG - Past District Governor
 RI - Rotary International
 RYLA - Rotary Youth Leadership Award
 TRF - The Rotary Foundation
 WCS - World Community Service

NOTE

*Usage in these policies includes the
 adjective “district” which is implied
 preceding such nouns as:*

*area
 assistant secretary
 assistant treasurer
 conference
 committee
 governor
 governor-elect
 governor-nominee
 policies
 secretary
 treasurer*

Policies and Procedures of Rotary International District 7570

The following policies and procedures are designed to provide guidelines and assist the District Leadership Team under the direction of 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.

Note - Manual of Procedure (MOP) of RI is reference manual which contains RI constitution and TRF bylaws. Sub-sections of these documents are formatted with (a) (b) (c). Only RI bylaws, to which these District policies and procedures refer, are formatted decimally (for example 15.051.2). In these district policies such references as MOP 15.050.2 relate then to RI bylaws in 2010 MOP, a document printed every three years following Council on Legislation (COL).

ARTICLE I – ORGANIZATION OF THE DISTRICT

Section 1 – Standing Committees shall be appointed as follows to assist in conducting district business. (Art. III defines responsibility of each committee)

- 1.1 Council of Governors**
- 1.2 DG Nominating**
- 1.3 District History and Archives**
- 1.4 District Operations**
- 1.5 District Rotary Foundation**
 - Alumni Sub-committee
 - Annual Giving Sub-committee
 - Endowed Scholarships Sub-committee
 - Grants Sub-committee
 - Group Study Exchange Sub-committee
 - Planned Giving/Significant Gifts Sub-committee
 - PolioPlus Sub-committee
 - Scholarships Sub-committee
- 1.6 District Training**
- 1.7 Finance**
- 1.8 Membership Development and Retention**
- 1.9 New Club Extension**
- 1.10 New Generations**
 - Interact
 - Rotaract
 - International Youth Exchange
 - Rotary Youth Leadership Seminar
- 1.11 Public Relations**
- 1.12 Strategic Planning**

1.13 Standing Committees

Are only those approved by PEs at DLA (Art IV, Sec. 9). Term of all committees shall coincide with Rotary year. Standing committees will be composed of no more than six members, each with three-year terms. Committees with different composition are:

- Finance - 8 members
- COG – all PDGs, DG, DGE, DGN
(Widows/widowers are invited as courtesy - not voting)
- DRFC – Chairs of each Foundation sub-committee
- GSE – 15 members – one from each area plus chair
- District History and Archives – smaller membership may be sufficient
- Membership Development and Retention – 14 members - one from each area
- New Club Extension – based on localities deemed to have potential for new clubs
- District Operations – composition defined by district positions

1.14 Members

DG shall appoint two members for three-year terms on each standing committee. Incoming DG will review and reaffirm members currently serving on committees. Committee members completing three-year term may be re-appointed for additional three-year term. Persons who have served six consecutive years is not eligible for reappointment for at least one year. Appointments to any new standing committees will be made by DGE, in consultation with DGN, who shall appoint six members: 2 for three-year terms, 2 for two-year terms and 2 for one-year term. DGs in succeeding years shall appoint members as described above. Continuity is essential on standing committees.

1.15 Committee Chairs and Vice Chairs

In interest of continuity and when possible, committee chairs shall be selected from current members of standing committee. If a candidate cannot be found in list of current members, then DGE shall appoint chair from two appointments to be made to standing committee. Chair serves for one year, but may be re-appointed. In same manner as chair selection, DGE will appoint vice chair. This person must be qualified and able to step into committee leadership if needed. Vice chair serves for one year, but may be re-appointed. DGE may appoint as many as two ex officio members to a committee as special needs dictate, each for 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 – AG Appointment and Special Committees

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

- District Conference Advisory, Awards and Planning
- District Directory
- District Legislative Assembly
- District Newsletter
- Friendship Exchange
- Gold Club Achievement Award
- Information Technology

- Rotary International Awards
- TRF Future Vision Transition
- World Community Service

ARTICLE II – RESPONSIBILITIES OF DISTRICT OFFICERS

Section 1 – Governor

MOP Sec 15.090 plus the following:

- **Ensures** that sponsoring Rotarian counselor is appointed for each scholarship selectee sponsored by district and Rotarian host counselors are appointed for scholars assigned to study in DG's district.
 - **Assists** DGE in planning and preparing for training of AGs and district committee chairs (DTTS), PETS, DTA, and DLA.
 - **Personally visits** every area (multi-club and/or individual clubs) as early in year as possible, preferably during first six months. During year, DG may elect to visit selected clubs for a specific purpose to advance Rotary. DG should provide for direct personal contact with each club through some form of official visit during year.
- 1.1 Holds the following meetings** - conference, DLA, DTA, DTTS, PETS. Other training seminars for key district and club leadership may also be planned. These seminars are planned, organized, and implemented by DGE and training committee chair in conjunction with DG.
 - 1.2 Fills the vacancies in any standing committee** for the unexpired term of original appointee.
 - 1.3 Responsible for keeping expenses within budget** approved by clubs at DLA.
 - 1.4 Ex officio on district committees**, and may elect to attend committee meetings. DG may elect to appoint both DGN and DGE as ex officio to committees.

Section 2 – District Governor-elect

- 2.1 Preparation and Responsibilities** - DGE is required to attend International Assembly and Zone Institute. DGE shall appoint AGs to handle assigned responsibilities during tenure as DG. Number of AGs appointed is based on needs of district, taking into consideration factors such as geography, balance of strong and not-so-strong clubs needing help in each area, and number of clubs AG can reasonably be expected to support. Experience to date shows that 4-8 clubs per AG is helpful guideline.
- 2.2 Appoints members to fill vacancies on standing committees** and to special committees that will serve during the upcoming Rotary year (Art. I, Sec. 1 & 2). DGE should seek input from current DG to identify committee members who are not fulfilling their responsibilities.
- 2.3 Publishes and circulates directory** prior to 1 July of new Rotary year. Directory must include, but is not limited to, names, addresses, telephone numbers, fax numbers, and e-mail addresses of all district officers, AGs, club presidents, club secretaries, committee chairs and members, PAGs and PDGs. Directory to be available prior to July 1 and may be used in a manner approved by DG except it may not be used as commercial mailing list.

- 2.4 **Prepares training programs** and agendas for AGs, DTA, DTTS, and PETS and submits to district operations committee for concurrence.
- 2.5 **Serves on District Operations Committee.**
- 2.6 **Financial Preparation** - Works with Treasurer to prepare and distribute to finance committee zero-based preliminary budget proposal defining all anticipated revenues and expenses during Rotary year and proposal of per-capita assessment as deemed necessary. Upon review and approval by finance committee, budget is then presented to DLA for approval.

Section 3 – District Governor-nominee Responsibilities

- 3.1 **Selected** by district process described in Art. III, Sec. 2. Once officially named and announced, it is role of DGN to understudy DG and learn basic operations of district.
- 3.2 **Serves on District Operations Committee.**
- 3.3 **Undertakes assignments** as directed by DG.
- 3.4 **Becomes DGE** and DGE becomes DG, both on Jul 1.
- 3.5 **Attends Zone Institute** training.

Section 4 – Assistant Governors

MOP p. 38-39

- 4.1 **Purpose** - DGE shall appoint Rotarians as AG to assist in carrying out District Leadership Plan and serve as key liaison workers between DG and club presidents and club committees. AGs have such authority as outlined in 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.
- 4.2 **Qualifications and Tenure** - Recommended criteria for the selection of AGs should include but not restricted to those listed in MOP p. 39 under District Leadership Plan.
- 4.3 **AGs are district appointees** selected by DGE, not officers of RI. AGs are to be appointed on 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 opportunity to serve. No PDG should serve as AG.
- 4.4 **Determination of areas for club groupings** - DGE shall, six months prior to beginning of administration, group district clubs into areas, each of which shall be served by an AG. Preference shall be to keeping clubs in same group so they plan together on long-term continuing basis in programs and projects.
- 4.5 **Responsibilities of AGs** - Responsibilities of AGs shall be those determined by DGE and district within guidelines set forth in MOP; RI District Leadership Plan; and District 7570 Policies and Procedures. Responsibilities include MOP p. 38-39 and:
 - Participates, with committee chairs, in DTTS
 - Works with DGE to develop goals for District
 - Advises DGE on committee selections and prospective AGs
 - Conducts club assemblies for assigned clubs prior to 1 Jun, and assists with preparations for club assemblies to ensure that each club develops and documents plans and objectives and financial statement/budget during April-May. Prepares Memo of Official Visit forms for RI, and forwards completed forms to DG for signature, and follow-ups with letters to club presidents.

- Visits each assigned club at least quarterly and communicates regularly via telephone, fax, e-mail and/or mail. Supports each club president and seeks ways to help club be successful in local and global community.
- Serves as communications conduit to enable DG to communicate effectively with local clubs - keeps DG fully aware of 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 work of TRF.
- Attends meetings as required by DG - district conferences (before and during term), PETS, DLA, DTA, DTTS, area workshop meetings and DG/AG meetings when called.
- Organizes area leadership workshops (first by 1 October and second soon after 15 January for mid-year review) of assigned clubs for DG to meet with club officers (president, president-elect, secretary, treasurer, and Foundation chair).
- Schedules and plans for visit of DG to areas and clubs.
- Identifies new club secretaries and works with club presidents to ensure proper training.
- Performs other assignments as requested by DG.
- As key members of district leadership team, AGs shall participate in the development of DGE's district goals and suggest candidates for committee appointments.

Section 5 – Treasurer and Assistant Treasurer

Treasurer and Assistant Treasurer are recommended to DLA by finance committee and elected by clubs at DLA. Treasurer and Assistant Treasurer are elected to three-year term, and may be elected for additional two-year term, if recommended to DLA by finance committee. Assistant Treasurer shall work with Treasurer on financial matters to gain working knowledge and be able to handle treasurer responsibilities in absence of Treasurer. For continuity, Assistant Treasurer may be considered by finance committee to fill treasurer vacancy. DG will fill interim vacancies in Treasurer or Assistant Treasurer positions.

- 5.1 Responsibilities** - Treasurer has day-to-day management responsibility for financial resources subject to oversight and approval of finance committee. Accounts managed are DG's budgetary account, revenues and expenses, reserve accounts.
- 5.2 District funds** (reserve accounts) are to be deposited in separate interest-bearing accounts in name of "Rotary International D-7570 (Reserve)". Signatory on account shall be Treasurer and Assistant Treasurer. Treasurer shall be responsible for disbursing funds in accordance with policies and procedures established by finance committee. Finance committee chair shall act in absence or inability of Treasurer or Assistant Treasurer to receive funds, disburse funds or invest funds not currently needed for operations.
- 5.3 DG's Budgetary Fund** shall be kept in interest bearing account in name of "Rotary D-7570 (Rotary year)". Signatory on account shall be Treasurer or Assistant Treasurer.
- 5.4 Treasurer shall:**
- Disburse budgetary funds according to budget approved by clubs at DLA. Finance committee can approve flexibility in utilizing funds between line items specified within approved total budget as long as total budget is not exceeded.

- Be responsible for seeing IRS Form 990 completed and filed on or before 15 November
- Send district dues invoices November 1 based on the membership in clubs as of 30 September. Payment is due 1 December. A 5% penalty charge shall be imposed for late payments made after 1 January.

5.5 Treasurer and Assistant Treasurer shall:

- Be full members of finance committee
- Be bonded at district expense
- Attend DLA and conference
- Attend all meetings of finance committee and present expense vs. budget report of current budgetary funds
- Cooperate with audit committee and provide all financial records necessary to complete annual audit

Section 6 – District Secretary and Assistant Secretary

Secretary and Assistant Secretary are recommended to district by COG and elected by clubs at DLA. Secretary and Assistant Secretary are appointed for three-year term, and may be reappointed for an additional two-year term. Assistant Secretary shall work with Secretary on district secretarial matters to gain working knowledge and be able to handle secretary responsibilities in absence of Secretary. Assistant Secretary may be considered by COG to fill a secretary vacancy. DG will fill mid-year vacancies in secretary or assistant secretary positions.

- 6.1 Responsibilities** - Secretary is responsible for obtaining, classifying, filing, storing and retrieving official records, audio-visuals, documents, books, and history. Records include keeping updated computer database (names, addresses, telephone numbers, fax numbers, email addresses, committee assignments, offices held, etc.) information.
- 6.2 Secretary and Assistant Secretary shall attend PETS, DLA and conference** and maintain records of all actions taken and decisions made.
- 6.3 Secretary shall mail to members of committees minutes** of each committee meeting within thirty days of last meeting. Committee chairs are responsible for providing minutes to Secretary so that they can be mailed within 30 days specified. Minutes should include essential information and specific actions taken and not complete detailed record.
- 6.4 Secretary shall obtain for DG monthly record of membership and attendance** percentage of each club in district and maintain information in district permanent file.
- 6.5 DG with assistance of Secretary shall notify all members of COG and all club presidents** of serious illness or death of council member or club president and send flowers on behalf of DG and district. Notification of serious illness or death should be forwarded promptly to DG and Secretary.

ARTICLE III – STANDING COMMITTEES

Section 1 – Council Of Governors

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

- 1.1 **Membership** of COG shall consist of DG as chair, DGE, DGN, and all PDGs of RI who are members of clubs in D-7570.
- 1.2 **COG shall meet** at conference, in July, December, and from time to time upon call of DG to consider those matters DG shall bring to their attention.
- 1.3 **COG shall recommend Secretary and Assistant Secretary** to be elected at DLA.
- 1.4 **COG shall select each year three PDGs and recommend their election at DLA** to serve on DG nominating committee.

Section 2 – DG Nominating Committee

- 2.1 **Meets annually to nominate candidate** to become DGN for ensuing Rotary year. DGN selected and approved will succeed to DGE following year upon election of incoming DG at RI convention. DG nominating committee shall be composed of eight members:
 - Immediate PDG shall serve as chair (non-voting unless tie breaker). DG (ex officio with no vote), as officer of RI, is present to see that official nominating procedures are utilized.
 - Three PDGs shall be nominated by DG each year to COG, elected by COG majority vote and then proposed to clubs, at DLA, for election.
 - Three non-PDGs shall be appointed by DG each year. Rotarians appointed should be deemed capable of serving as future DGs. Over time, qualified persons should be selected from throughout district to ensure involvement of all areas of district.
- 2.2 **Service on committee** is limited to one year with eligibility re-established after not serving for one year (with exception of DG who serves during his/her tenure and following year as committee chair).
- 2.3 **Responsible for obtaining nominations** of highly qualified candidates.
- 2.4 **Interviews all candidates** for DG with their partners, if available.
- 2.5 **All actions taken shall be by majority vote** of those present and voting; provided that no committee member shall be entitled to vote if any member from his/her club is being considered for nomination. Attendance of at least five voting members of committee shall be required for quorum.
- 2.6 **Only members of nominating committee are to be present** during official meeting of committee (other than candidates and partners when interviewed).
- 2.7 **Selection of District Governor Nominee** - Selection of nominees for DG shall be by nominating committee as provided in MOP 13.020, et seq.
- 2.8 **Time Schedule and Nominating Procedure** - In accordance with MOP 13.010, district shall select DGN not more than 36 months or less than 24 months prior to day of taking office. Nominating committee for DG shall be charged with duty to seek out and propose best available candidate for DGN. Composition of district nominating committee shall be as in Art. III, Sec. 2.

- 8 February - DG issues, in name of nominating committee, official call to all clubs for DG candidate nominations to be considered by nominating committee. This date shall, in no event, be less than 60 days before date set for deadline for suggestions from each club to reach nominating committee. Each nomination must be submitted on required “District 7570 Nomination Form for DG” and include resolution adopted at regular meeting of club, properly certified by club secretary naming candidate and including information and data on background and Rotary activities of suggested candidate. Secretary can supply copies of nomination form.
- 11 April - final date for clubs' nominations to be received by chair of nominating committee.
- 15 April - final date for any member of nominating committee to propose candidate other than ones suggested by clubs. Such proposal must be made upon required nomination form and shall include required certification and signature by candidate on form as well as certification by candidate’s home club.
- 16 April - date for notifying members of nominating committee of time and place of meeting.
- 20 April - last date to invite each duly proposed candidate to appear, with partner, before nominating committee for required interview to be considered as DG candidate.
- 30 April - last date to hold meeting of nominating committee to interview all candidates and partners. See Sec. 2.5 above re quorum required.
- 7 May - final date to notify clubs of district, in writing or via email, of action of nominating committee.
- 26 May - last date any club may propose challenge candidate for DGN whose name had previously been duly nominated by club to nominating committee and who had been interviewed in person by nominating committee.

Section 3 – District History and Archives

Prepares and submits historical material relating to district archives.

- 3.1 Materials Included** - Brief summary by DG of each year’s activity, listing of GSE teams, ambassadorial scholars, conference materials, brief TRF grants history, Rotarians serving in RI posts.
- 3.2 Prepares history** to be updated each year.
- 3.3 DG shall seek approval of clubs at DLA**, at least every five years, to publish and finance printing and distribution of updated history.

Section 4 – District Operations Committee

Composed of DG (chair), DGE (vice chair), DGN, immediate PDG, and secretary. Confers regularly on operations and activities to ensure continuity and direction of district, establishes dates, secures facilities, and appoints district committees for district events. Secretary keeps permanent record, is appointed for three-year term and may be appointed for additional three-year term. If any ex officio member is unwilling or unable to serve, DG shall appoint qualified replacement.

Section 5 – District Rotary Foundation Committee

- 5.1 DRFC** is group of experienced and dedicated Rotarians who assist DG in educating, motivating, and inspiring Rotarians to participate in TRF programs and fund raising

activities. For effective continuity, DRFC chair shall be appointed for three-year term. Committee members shall be appointed by DG, in consultation with immediate PDG and DGE and in accordance with district leadership plan. Members shall be a PDG, a PAG, an effective past district sub-committee member, or an experienced Rotary club member. These members will serve as chairs of sub-committees.

5.2 Sub-committees

- Alumni
- Annual Giving
- Endowed Scholarships
- Grants
- GSE
- Planned Giving/Significant Gifts
- PolioPlus
- Scholarships

5.3 Responsibilities - DRFC works under direct leadership of DG and serves as liaison between TRF and club members. Chair works with leadership to plan, integrate, implement, and evaluate all foundation activities. Chair shall be Paul Harris Fellow, must accept assignment for three years, and preferably be PDG. Each district foundation sub-committee is responsible for its area of work. Each sub-committee is composed of chair and five other members all with three-year appointments and staggered terms for continuity. Chairs for sub-committees are selected by DG with input from chair of DRFC. (Note: GSE sub-committee has one appointment per area.)

5.4 Specific Responsibilities - Chair of the DRFC

- With direct leadership of DG, works with DRFC to plan, coordinate, and evaluate all foundation activities. Coordinates work of sub-committees and serves as ex officio to sub-committees.
- Assists DG in establishing and achieving district TRF goals, especially goal for annual programs fund unrestricted contributions and encourages clubs to establish goals in support of these targets.
- Represents DRFC in DDF allocation process to identify and authorize use of DDF for educational, humanitarian, program enhancement, and donation program options. Signs SHARE decision allocation worksheet.
- Ensures submission of satisfactory, timely final reports to TRF on district-sponsored humanitarian grants and educational program activities.
- Encourages strong levels of financial support for TRF programs through regular contributions and gifts to annual programs fund and permanent fund of TRF (including restricted gifts to Skelton scholarship) to “Build World Understanding and Peace.” Helps coordinate district-wide fund raising and recognition activities.
- Encourages clubs to present club programs on TRF at least once per quarter, giving special observance to November as Rotary Foundation Emphasis Month.
- Assists DG in presenting foundation seminar for club presidents, TRF committees and PEs. Assists in providing foundation content material for training events as needed.
- Works closely with DG and conference chairs to ensure full participation of RI scholarship recipients and GSE team members on conference program.
- Helps to provide effective communication with club foundation committees and answers questions from clubs and Rotarians about foundation programs, development, contributions, and Paul Harris Fellow recognition.

- Contacts RI secretariat staff to clarify policy and obtain information.
- Works with sub-committees and prepares full plan on implementation of programs of TRF including a systematic approach to annual giving and submits written reports to DG following each six-month time period.

5.6 Alumni Sub-committee

- Helps ensure TRF program alumni are involved in Rotary activities
- Develops comprehensive and up-to-date list of TRF alumni (ambassadorial scholars, GSE, and Rotary volunteers) with names, addresses, telephone, fax and e-mail address
- Utilizes above list as a resource to identify outstanding speakers for district and club programs
- Provides copies of TRF alumni list to officers, key committee chairs, club officers, club program chairs and membership chairs
- Ensures that returning scholars and GSE team members complete required presentations in district and encourages clubs to invite alumni to speak at club meetings or events
- Encourages alumni to remain involved in Rotary and wherever possible, encourages clubs to invite alumni into membership
- Coordinates with scholarship and GSE sub-committees to involve alumni in orientation for scholars and team members
- Establishes and maintains alumni association

5.7 Annual Giving Sub-committee

- Designs and implements comprehensive and effective program to achieve district Annual Programs Fund goal.
- Assists DGE and DRFC in establishing challenging, yet realistic, annual programs goal.
- Assists clubs to devise an annual giving program for TRF with emphasis on encouraging each Rotarian to become TRF Sustaining Member and encouraging clubs and members to continue to name additional Paul Harris Fellows and multiple Paul Harris Fellows and members of Paul Harris Society. TRF Sustaining Member agrees to contribute \$100 or more annually to TRF. Sustaining member program is considered important basis of district plan of TRF annual fund giving for D-7570.
- Assists clubs in selection of club foundation chair and offers training for chairs.
- Publicizes district goal and provide regular updates to all clubs on progress being made toward club goals.

5.8 Endowed Scholarship Sub-committee

- Administration of endowed scholarships
- Interfaces with TRF
- Education of clubs
- Raises funds for endowments
- Interfaces with TRF on funding endowed scholarships and selection of incoming scholars
- Interfaces with other participating districts
- Selects outbound scholars

5.9 Grants Sub-committee

- Responsible for assisting clubs in developing ways to participate in international service projects eligible for grants through TRF
- Helps clubs be aware of WCS opportunities

- Assists DG preparing project proposals to TRF for matching grants
- Reviews and signs-off on all grant applications to certify that applications are complete and accurate prior to submission
- Works with DRFC to ensure satisfactory, timely final reports on district-supported projects are submitted to TRF
- Helps clubs identify and arrange speakers who are well informed and experienced on matching grants and world community service
- Responsible for assisting clubs in developing ways to participate in local and international service projects eligible for community project grants/District Simplified Grants through TRF

5.10 GSE Sub-committee

- Assists DG, DGE and DGN as requested to make pairings for GSE exchanges with other districts
- Secures active participation of all clubs and informs clubs of their responsibility in GSE program
- Processes applications, conducts interviews, and selects leader(s) of GSE team. Selected leader then joins sub-committee to select team members
- Makes necessary arrangements to receive GSE team from paired district(s)
- Immediately advises DG of any unusual events related to GSE team
- Provides selected team leader(s) and team members with orientation necessary for meaningful experiences abroad
- Encourages clubs to look during entire year for highly qualified GSE candidates
- Assumes responsibility for all GSE public relations and sends appropriate information to clubs
- Assists DG in publicizing objectives and operation of GSE Program
- Compiles and maintains accurate record of names and addresses of GSE team members by clubs and send to foundation alumni committee
- Encourages participation of past GSE team members in presenting programs to clubs and others at district and local meetings and serves as liaison in arranging such programs

5.11 Planned Giving/Significant Gifts Sub-committee

- Promotes and encourages planned gifts to permanent fund, such as will bequests and gifts of life insurance.
- Works with DRFC and DGE to establish benefactor and bequest goals for year.
- Informs Rotarians of planned giving opportunities and assists club president to recognize current Benefactors and Bequest Society members.
- Identifies, cultivates and solicits potential donors of major gifts or planned gifts in support of TRF permanent fund.

5.12 PolioPlus Sub-committee

- Encourages all clubs to support ongoing effort of polio eradication
- Assists clubs with educational materials and knowledgeable speakers to provide current information on campaign to eradicate polio
- Works with DRFC chair and DG to ensure appropriate recognition of exemplary polio eradication activities at club and district level
- Requests DG to place PolioPlus on agenda of key district meetings and assists in these presentations
- Coordinates with national and/or regional PolioPlus committees, and governmental and other agencies in implementation of polio eradication activities

5.13 Scholarships Sub-committee

- Assists DG in promoting all foundation scholarships programs.
- Contacts appropriate student personnel officers of all colleges, universities, and technical training institutions in district to explain these programs and obtain their cooperation in publicizing them among students.
- Encourages clubs to look during entire year for highly qualified applicants.
- Processes applications, conducts interviews and selects candidates for all outgoing scholarship award(s) including outgoing endowed scholarship awards.
- Sees that all incoming scholars have counselor within each club and that counselor understands program and activities of scholar. If possible, counselor should be faculty member so as to be able to assist scholar in college requirements.
- Assists each awardee in any way possible and provides orientation necessary for him/her to have meaningful year.
- Compiles and maintains accurate record of names and addresses of past scholars, identified by club, and sends to TRF alumni committee.
- Encourages past scholar participation in presenting programs to clubs and others at district and local meetings and serves as liaison in arranging such programs.
- Coordinates work of Endowed Scholarship Committee.

Section 6 – District Training Committee

Coordinates district training opportunities -MOP p. 40-41

- 6.1 Membership** - DG, based on recommendations of DGE, shall appoint district trainer on annual basis. District trainer will be chair of committee and support DG and DGE in training club and district leaders. Committee membership shall include representation from committees and groups involved in training - DTA, DTTS, PETS, RYLA, TRF, and Rotary Leadership Institute.
- 6.2 DTA** - One-day assembly, preferably held in March, April or May, to prepare incoming Rotary leaders or update continuing club leaders on their roles. May include training for, but is not exclusive to, secretaries, treasurers, and club chairs in various topics such as membership, TRF, and grant writing. DGE is responsible for DTA assisted by district training committee.
- 6.3 DTTS** - DGE, supported by training committee and with DG approval, is responsible for developing and implementing training program for AGs and committee chairs. Effective training program for AGs and committee chairs addresses:
- Club administration
 - Club assemblies
 - Committees - task force and district
 - DG/AG relationship
 - Finances
 - Membership - Club Extension
 - Goal development
 - Official visit system
 - Rotary information
 - RI convention
 - RI theme
 - RI and TRF programs
 - RI presidential conference
 - Responsibilities

- And SO MUCH more
- 6.4 PETS** - DGE, supported by training committee and with approval by DG, is responsible for developing and implementing training program for PEs. Effective training program for PEs addresses:
- Instruction in club administration (workbooks may be distributed)
 - General Rotary information
 - Rotary administrative responsibilities
 - RI procedures and TRF programs
 - Motivational and inspirational presentations
 - Any other item DGE deems proper
- 6.4.1 DLA** - Assembly of PEs, preferably held in conjunction with PETS, to discuss and vote on legislation proposed by DGE with approval of DG. DLA committee is consulted for inclusion of documents and elections requiring vote of all clubs. Delegates to DLA include DGE, club PEs (or PE designee) and incoming AGs.
- 6.4.2 Club PE** shall attend PETS and DLA unless excused by DGE. If so excused, PE shall send designated club representative who shall report back to PE. If PE does not attend PETS and DLA and has not been excused by DGE or, if so excused, does not send designated club representative to such meetings, PE shall not be able to serve as club president. (Standard Rotary Club Constitution Art. 9, Sec. 5 c.)

Section 7 – Finance Committee

Control of finances and charged with following responsibilities:

- Finance committee, with input from DGE, shall develop budget for coming Rotary year
 - Committee shall finalize and approve budget and then present it to DLA for adoption
 - Reviews annually per capita contribution and recommends any necessary change for adoption at DLA
 - Determines policies and procedures to govern disbursement of funds, including any extraordinary disbursements in excess of budget
 - Recommends Treasurer and Assistant Treasurer to be elected at DLA
 - Reviews external audit of finances as defined in Sec. 6.3 and 6.4 below
 - Reviews periodically all fund investments
- 7.1 Composition of committee** - Finance committee membership of eight shall be:
- DG (non-voting)
 - DGE (non-voting)
 - DGN (non-voting)
 - Two PDGs
 - Two members-at-large
 - Treasurer
 - Assistant Treasurer
- At-large members and PDGs shall each serve three-year term, with terms to be staggered. At-large members shall not have been DGs, but must have served as club president. DGE shall appoint chair and vice chair of committee.
- 7.2 Audit committee** will conduct review of financial records and statements prepared by Treasurer and report findings to finance committee within 60 days of end of fiscal year.

- 7.3 **Audit committee** shall consist of at least three members (all active Rotarians in good standing) with two being PDG and another Rotarian with audit experience. DGE will recommend members for three-year staggered terms, with approval by DLA.
- Audit of funds - Because financial report to IRS must be filed each year on or before 15 November of prior calendar year, all bills from previous Rotary year must be submitted to Treasurer within 30 days after the close of year. Treasurer prepares an annual financial statement and report, including income and expenditures with supporting documents (bank statements, certificates of deposit, etc.) and submits statement and report to audit committee. Audit committee reviews Treasurer's reports and statements and issues report of findings to DG and finance committee. Finance committee reviews report of findings and financial statement and then recommends appropriate action.
- 7.4 **DG must provide annual financial statement**, which must have been independently reviewed, to each club within 3 months after end of DG's year in office - MOP 15.060.4

Section 8 – Membership Development and Retention Committee

Fosters development and intensifies effort in achieving growth and retaining current membership.

- 8.1 **DGE appoints co-chairs for this committee.** Members should represent areas.
- 8.2 **Co-chairs inform DG of committee's progress** by written reports due 1 January and 30 June.

Section 9 – New Club Extension

Plans, with assistance of AGs, for orderly expansion of Rotary into communities that can and will support new club. MOP p. 43

- 9.1 **DGE usually appoints committee members based on localities** deemed to have near-term potential for new clubs.
- 9.2 **Organizing New Clubs** (Cat. 808-EN) details steps in organization including preparation of classification survey to determine potential. RI requires two forms signed by DG and forwarded to RI prior to recruiting members.
- 9.3 **New Generations clubs focus on recruiting young people** to form new club sharing common business affiliations or elements of an industry including offering of unique meeting times or places where incentives focus on accommodating age group.

Section 10 – New Generations Committees

MOP p. 115-122

- 10.1 **Purpose** - To promote increased focus of Rotary on youth from age 12 through young adulthood. Includes Interact at middle school level, youth exchanges, Rotaract for young adult and early career level, and young Rotarians newly introduced to business and sub-professional levels. It encompasses international understanding (and at least one community project annually) 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. This includes club extension in Sec. 8. Following four committees are authorized - Interact, Rotaract, International Youth Exchange and Rotary Youth Leadership Awards. At discretion of DG, a youth services coordinating committee

may be established to assist DG in planning and promoting work of standing committees.

10.2 Responsibilities - If appointed, youth services coordinator works under leadership of DG. The coordinator works with youth service committees to plan, integrate, implement, and evaluate all district youth activities. Coordinator serves as a member of all four committees and should stay informed of work of each committee. Coordinator shall inform DG of each committee's programs by written reports on 1 January and 30 June.

10.3 District Youth Service Committees - Each committee is responsible for its area of work and is composed of up to 6 Rotarians, chair and other members, all holding three-year appointments having staggered terms for continuity.

- Interact Committee - Provides service through local Interact clubs. Committee will involve local club chairs and youth representatives of Interact clubs for organizational leadership and program planning.
- Rotaract Committee - Facilitates fellowship and community service among young adults through Rotaract clubs. 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 club as a means of service.
- International Youth Exchange Committee - Provides youth international exchange contacts and coordination. Committee works through Eastern States Student Exchange (ESSEX) program. Direct contacts for exchanges may also be arranged through district committee. Program includes short-term exchanges and school-year exchanges.
- District Student Protection Officer - Serving under leadership of 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.

10.4 Rotary Youth Leadership Seminar & Awards Committee - Provides special leadership training for selected high schools' students. Committee will plan, publicize, and conduct annual leadership training seminars and coordinate annual Drug and Alcohol Abuse Prevention Speech Competition.

Section 11 – Public Relations Committee

11.1 Responsibilities

- Assists DG in encouraging all Rotarians to become more knowledgeable about Rotary
- Assists DG and district in all public relations matters
- Helps clubs establish active Rotary Information committee
- Upon request, assists clubs in public relations matters.
- Provides each club with up-to-date Rotary information
- Promotes informative and effective new membership indoctrination

11.2 Chair preferably PDG. If at all possible, Rotarians with public relations experience should be named as committee members.

Section 12 – Strategic Planning Committee

Provides longer range planning and makes recommendations to DG, operations committee and DLA as is indicated.

ARTICLE IV – SPECIAL APPOINTMENTS AND SPECIAL COMMITTEES

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

Section 1 – District Conference Advisory Special Committee

MOP 15.040

- 1.1 Responsibilities** - Advise district conference planning committee on matters pertaining to planning conference and ensure D-7570 has appropriate venue for conference under contract at least three years in advance.
- 1.2 Members** - Six members appointed by DG (or DGE), at least 2 shall be PDGs and rest past conference chairs or other persons experienced in planning conference.

Section 2 – District Conference Awards Special Committee

- 2.1 Recognizes clubs and individuals** in D-7570 rendering outstanding service that enhances image of Rotary and promotes wider adoption of Objects of Rotary. Awards committee shall assist DG by informing clubs of awards by 1 September, receiving and screening replies from clubs, identifying and recommending individuals and clubs for awards.
- 2.2 Awards given at conference** for following club achievements:
 - Best club web site
 - Club attendance
 - Club bulletin
 - Club service
 - Community service
 - Conference attendance
 - Douglas A. Newton Communication
 - International service club service
 - Membership growth
 - Public image
 - Vocational service
 - World community service
 - Youth activitiesEach award does not have to be given every year.
- 2.3 Membership of Awards committee** should represent district's area makeup.
- 2.4 Committee prepares award materials** and obtain banners from clubs.
- 2.5 Committee presents results** of its deliberations to DG 30 days prior to conference.

Section 3 – District Conference Planning Special Committee

Promotes fellowship among Rotarians, disseminates Rotary information, conducts business usually brought before conference.

- 3.1 Committee assists DG in conference planning**, programming and logistical details.

- 3.2 Members** consist of chair, Treasurer, host club(s) chair and additional members as deemed necessary by DG.
- 3.3 All Rotarians, partners and their guests** are encouraged to attend.
- 3.4 Program** - MOP p. 54
- Further programs of Rotary through fellowship, inspirational Rotary addresses and presentations and discussions of Rotary activities and programs.
 - Speakers and subjects to achieve program shall be responsibility of DG.
 - Encourages partners to participate in, and attend, all programs. Functions planned for partners should not conflict with conference program features.
 - Makes provision for free time with activities to encourage fellowship.

Section 4 – District Directory Special Committee

Prepares Directory in format designated by DGE and has it in the hands of each person listed in directory's District Leadership Index. Editor appointed by DGE and at least two additional members who may have been past editors or Rotarians specializing in such publications.

Section 5 – District Legislative Assembly Special Committee

Oversight of session, usually following PETS, for PEs and AGs to enact and amend district policies and procedures. MOP 15.020. Develop agenda, programming, and logistical details of assembly. DGE as chair, DG, Secretary, and Treasurer. DG may add others if deemed needed.

Section 6 – District Newsletter Special Committee

Prepares and publishes monthly newsletter as directed by DG - MOP 15.090(h). Editor plus persons with either experience or interest in written communications relating to diverse membership in civic or charitable organizations.

Section 7 – Friendship Exchange Special Committee

Committee works to foster Friendship Exchange and other world fellowship experiences for Rotarians and clubs to enhance participation in world-wide Rotary.

Section 8 – Gold Club Achievement Award Special Committee

Committee provides oversight for Gold Club Achievement Award earned by clubs over one-year period for excellent accomplishments of service, leadership, TRF, membership and retention, and public relations. Committee evaluates criteria for needed updates, reviews submission of applications for award and participates with presentations of awards, usually at conference.

Section 9 – Information Technology Special Committee

Works cooperatively with district leadership to make effective use of internet and related technology to improve communications capabilities of district. District Internet Communications Officer (DICO) serves as chair with 10 members representing district's geographical makeup.

9.1 Responsibilities

- Encourages leadership to develop site content, maintains and strives to enhance the functionality of district web presence and provide participating club web sites

encouragement in use of internet-related technology to improve communication within and between clubs and leadership.

- Works with key committee chairs to help them gain understanding of capabilities afforded them by district's web presence and to assist district trainer to train a committee member who will serve as web editor for committee and encourage updating online information in a timely manner.
- Works with district training committee to assist Club Internet Communication Officers and clubs in use of club web sites. Also provided training to develop and enhance technology expertise in the clubs.

Section 10 – Rotary International Awards Special Committee

Assists in nominating qualified D-7570 Rotarians for RI recognition and awards.

- RI Service Above Self - 150 max. annually worldwide
- RI Citation for Meritorious Service - one annually in district
- TRF Distinguished Service - 50 max. annually worldwide
- TRF Service to Humanity - one annually worldwide
- TRF District Service - At DG discretion recognizing up to 20 Rotarians serving humanity through TRF
- RI Five Avenues of Service - one member per club annually for outstanding efforts
- Presidential Citation - to clubs, incl. Interact and Rotaract, meeting requirements of current RI president
- Significant Achievement - DG may nominate one club whose club project extends over a period of time, addresses a community need, and involves large number of club members

Section 11 – TRF Future Vision Transition Special Committee

11.1 Purpose - Three-year pilot program initiated in 2010 to increase efficiency, develop strategic focus for TRF and provide more autonomy to districts. Plan will be fully implemented by all districts in July 2013. Committee will become familiar with the Future Vision Plan and determine best implementation strategies for smooth transition of district TRF activities.

11.2 Responsibilities

- Prepares time lines for transition of GSE and Ambassadorial Scholar programs to TRF Future Vision plan
- Prepares time lines for application and awards of humanitarian grants
- Prepares budget outline of allocation of DDF for TRF programs by new guidelines
- Prepares and delivers information and updates about TRF Future Vision plan to district committee chairs, AGs and club presidents prior to full implementation in 2013
- Identifies RI publications to distribute facilitating transition to Future Vision program

Section 12 – World Community Service Special Committee

Assists DG, district and clubs in developing meaningful WCS projects.

12.1 Responsibilities

- Identifies, promotes, and helps execute district-wide WCS projects as appropriate
- Works cooperatively with Grants Committee in seeking matching grants from TRF
- Assists clubs as appropriate in undertaking WCS projects

- Organizes, if needed, Article IX Projects

ARTICLE V – DISTRICT SPOKESPERSON

Section 1 – DG is only RI officer in D-7570

Only DG may speak officially for D-7570 and RI.

ARTICLE VI – REPRESENTATIVE ON COUNCIL ON LEGISLATION

Section 1 – General

Since legislation affecting clubs often contains proposals of vast significance and their study is of great importance, 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).

Section 2 – When Elected

District representative on COL shall be elected by COG PDGs acting as nominating committee at conference COG meeting at least two years preceding the year of COL. Candidate receiving majority of votes cast shall be representative.

Section 3 – Nomination and Election Procedure

MOP 8.050 et seq.

ARTICLE VII – MEMBER - ZONE NOMINATING COMMITTEE FOR RI DIRECTOR

Section 1 – Eligibility and Selection

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 also have attended two zone institutes and one international convention since being DG. They shall be elected pursuant to provisions of MOP 12.020 et seq.

ARTICLE VIII – POLICIES AND PROCEDURES MANUAL

Section 1 – Purpose

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

Section 2 – Policies and procedures

Of any standing committee, whether or not they have been published, shall be subject to review at DLA. By majority vote at DLA, committees' policies and procedures may be changed.

Section 3 – Amendment

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

- 3.1** DG shall mail copy of proposed amendment to secretary of each club not less than 30 days prior to date of DLA at which such amendment will be considered.
- 3.2** Proposed amendment will become effective if it receives two-thirds vote of delegates - DGE, club PEs (or the PE designee) and incoming AGs.
- 3.3** Unless amendment shall specify otherwise, each amendment passed at DLA shall become effective on first day of Rotary year.
- 3.4** 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. DG shall cause a copy of any such amendment to be mailed to president and secretary of each club stating that district policies have been amended and setting out the reasons therefore.

Section 4 – Changes will be made in district practice,

if required, so as to be in conformity with this document.

ARTICLE IX – PROJECTS

As 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 project suggests district-wide partnering of all clubs to accomplish project objectives. To achieve this united effort, there are two district-wide project options - district project and 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.

Section 1 – District Project

- 1.1 **Scope** - Project implemented throughout entire district for 3 years or more. There will be no more than 1 active district project at any given time.
- 1.2 **Process** - Upon suggestion of possible project, committee shall be appointed by DG and charged with defining needs, formulating scope to address needs, and defining possible action steps/timing. Committee will report its findings and recommendations at next DLA. After committee report and resultant discussion, DLA will decide whether to adopt or reject. Adopted district project will begin in following Rotary year with committee responsible for implementation and oversight throughout defined life of project.

Section 2 – DG Project

- 2.1 **Scope** - Project implemented throughout entire district for only 1 year. There will be no more than 1 active DG project at any given time.
- 2.2 **Process** - Upon suggestion of possible project by DGE, committee will be appointed by DG and charged with defining needs, formulating scope to address needs, and defining possible action steps and timing. Committee will report findings and recommendations at next DLA. After committee report and resultant discussion, DLA will decide whether to adopt or reject. Adopted DG project will be implemented and completed during following Rotary year, with committee responsible for implementation, oversight, and completion during year.

Appendix A – Document Changes:

April 12, 2003

April 17, 2004 – Revised

April 16, 2005 – Revised

April 14, 2007 – Revised

April 05, 2008 – Revised

April 04, 2009 – Revised

April 11, 2011 – Document approved by District Legislative Assembly

April 24, 2011 – by eMail from Joe Ferguson

Policies and Procedures, Article III,

Section 2.5: *INSERT* new sentence "Attendance of at least five voting members of committee shall be required for quorum."

Section 2.8, 30 April. *DELETE* "Attendance of at least five voting members of committee shall be required for quorum. *ADD* "See Sec. 2.5 above re quorum required"

April 24, 2011 – by Rick Furr

Reformatted in Word 2003

Added Auto Table of Contents and Auto Index

Added Document Changes Appendix

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