



**ROTARY INTERNATIONAL  
DISTRICT 7150  
ADMINISTRATIVE PROCEDURES**

**ADOPTED AT THE SEPTEMBER 25-27, 2004 DISTRICT CONFERENCE**

**Summary of Changes:**

**Housekeeping Changes**

Update Areas to reflect current configuration

**Resolutions**

Increase the targeted accumulated reserve, reference in Article VII, Section A, Para 9, from \$10,000 to \$20,000, and to require that excess funds may not be used without the approval of the DGE and DGN.

## PREFACE

### FOREWORD:

This manual sets out procedures for use by District Officers to ensure continuity from year to year in the administration of the District.

### GENERAL STATEMENT:

The purpose of these Administrative Procedures is to further the *Object of Rotary* by establishing District practices designed to aid:

1. The DG with routine administrative procedures necessary for the smooth functioning of the clubs, thus freeing her/him to concentrate her/his efforts on inspiring clubs to greater service through her/his leadership.
2. The DG in implementing a DLP that allows flexibility, provides enhanced and responsive communication at all levels, increases potential for future leadership, and motivates club and individual participation in all District objectives
3. The Clubs and individual Rotarians to better understand and utilize the assistance that is available through the District organization.

It is intended that this *APM* conform with the *RI Manual of Procedure* and should not, in any way, interfere with the DG's administration of the District as provided by RI. In fact, this *APM* should assist the DG by providing a framework that has been approved by the District and which, under her/his leadership, will itself harness the ideas, talents and energies of many outstanding Rotarians.

It is also intended that this *APM* be revised every third year, or as necessary, to incorporate new ideas and activities that contribute to the Rotary ideal of *Service Above Self*.

### GENERAL QUALIFICATION TO SERVE AT DISTRICT-LEVEL:

Any person being considered for appointment and/or election to a District-level position must be –

1. An Active, Past Service, or Senior Active member of a District club and in good standing with it.
2. A permanent resident within the territory of the District.
3. Willing and able to perform her/his duties effectively, and have served at least one full term in a similar position at a club-level.

In addition such person must meet particular requirements stated in this *APM* for the position.

This *APM* repeals all prior issues, immediately upon official adoption of its contents.

Throughout these *Administrative Procedures*, pronouns of the masculine or feminine gender shall include the other gender; and, unless qualified otherwise, *RI District 7150* shall be understood to qualify all entities and individuals named herein.

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**CERTIFICATION**

This District *7150 Administrative Procedures* were duly adopted at the District Conference held SEPTEMBER 25-27, 2004 at HARRISBURG, PA and supersede any and all previous issues.

Deborah Y. Bauder, District Secretary

**Article I – DG, DGE, DGN, AND DGND****A. GENERAL DUTIES AND OVERVIEW:**

1. These positions are governed by the *MoP* and related documents established by RI's Board of Directors to assist the DG, DGE, DGN, and DGND, for –
  - (a) The performance of their Duties, especially in the administration of the clubs in a constituted district.
  - (b) Defining their Obligations, Qualifications, Status, and Terms of Office.

**B. SUPPLEMENTARY DUTIES:**

These supplementary duties that may or not be included in the General Duties, are as follows:

1. In the event that the DG is temporarily out of contact with the District and can not be reached in time to act, the DG can assign this duty temporarily to the DGE or available most-immediate PDG act in his/her stead.
2. All Officers, AGs, and Appointees shall serve at the discretion of the DG

**Article II – DISTRICT COUNCIL****A. PURPOSE**

1. The District Council is the administrative body for District affairs that assists the DG in executing her/his responsibilities to the Clubs as provided by RI.
2. It is the function of the District Council to:
  - a. Serve as a forum for the District where matters of importance to the Clubs may be discussed and decisions made.
  - b. Review all District activities, and provide suggestions for new or replacement activities and programs.
  - c. Formulate ways of educating Club members in new positions.
  - d. Provide suggestions for new District programs to be proposed at the District Conference and/or Assembly.
  - e. Discuss and assist the DG in controlling District Finances.
  - f. Study this APM and propose additions and amendments.
  - g. Assist the DG, DGE, DGN, and DGND in any way possible.

**B. COMPOSITION**

1. The District Council is composed of the following persons:
  - a. The DG who also serves as Chairperson of this Council.
  - b. The DGE who also serves as Vice Chairperson of this Council.
  - c. The DGN and DGND, upon their election to that position.
  - d. The Immediate PDG. In the event that the Immediate PDG cannot, for any reason, serve, her/his place shall be filled by the next Immediate PDG residing in the District.
  - e. The AGs.
  - f. The District Secretary, District Treasurer, and District Leadership and Development Trainer.
  - g. The Chairperson of the Council of PDGs.
  - h. The Coordinator of the District Directors.
  - i. The Directors of the 4 Avenues of Service and Rotary Foundation District committees.

**C. MEETINGS**

1. The District Council shall meet at least three times during the Rotary Year at the call of the DG.
2. Meetings shall take place at a location selected by the DG.
3. All meetings shall be chaired by the DG or, in her/his absence, by the DGE.

**Article II – DISTRICT COUNCIL (Continuation)****D. AGENDA**

1. The agenda at each District Council meeting shall include:
  - a. Reports by the AGs and the Coordinator of the District Directors.
  - b. Report by District Treasurer.
  - c. New programs or legislation.
  - d. Other matters proposed by the chairperson.
2. The DS shall mail the agenda to members of the District Council along with notices of the meeting and copies of reports available, at least 14 days prior to the meeting.

**Article III – DISTRICT OFFICERS AND STAFF****A. NOMINATION AND ELECTION OF DISTRICT OFFICERS**

1. There shall be only two elected District Officers – District Secretary (DS) and a District Treasurer – Both of these officers shall be elected at the District Conference for a three year term starting July 1st next. Should a vacancy occur in these positions, such vacancy is completed as follows –
  - (a) If the vacancy is less than one (1) year, the DG shall appoint the Rotarian. and call for her/his special election
  - (b) If the vacancy is more than one yea but less than two years, the DG, with the consensus of the DGE, shall appoint a nominee, and call for election.
  - (c) If the vacancy is more than two (2) years, the DG, with the consensus of the DGE and DGN, shall appoint a nominee, and call for election.
  - (d) The special election for this purpose shall occur at a District Conference, District Mid-Winter Meeting, or District Assembly, whichever occurs first.
2. No elected Officer shall serve for more than two consecutive terms.
3. Each elected Officer shall submit a written report at the District Conference of her/his official activities for the past Rotary year.
4. The composition and terms of reference of the Nominating Committee for the election of the District Officers shall be the same as the Nominating Committee for the DGND.
5. The nominating procedure and the elections of the District Officers shall be the same as established for the nomination and selection of the DGND. For implementation of the District Officers nomination and election procedures, wherever the term “DGND” appears in Article X the words should be interpreted to mean “DS” and “District Treasurer”.
6. The election of the DS and the District Treasurer shall be made by the District at the District Conference held immediately proceeding the Rotary Year during which such elected officers shall serve.
7. The DS and District Treasurer, upon their election, will assume the positions of assistant DS and assistant District Treasurer for the balance of the rotary year preceding the beginning of their term. In these positions they will be given the privileges of their respective offices in district matters to gain knowledge of their offices prior to assuming said offices.

**B. DISTRICT TREASURER**

1. The District Treasurer shall perform such duties as usually pertain to the office.
2. Before assuming the duties of the office, the District Treasurer shall be insured by a surety bond in the amount of \$50,000.00 or such larger sum as may be established by the District Council, the premiums on which shall be paid from District Funds.
3. The accrual method will be the official basis of accounting.

**Article III – DISTRICT OFFICERS AND STAFF****B. DISTRICT TREASURER** (Continuation)

4. All funds received by the District Treasurer shall be deposited in bank accounts, which shall be clearly identified that such funds are the property of the District. Checks and withdrawals shall be arranged for signature of the District Treasurer or, in her/his absence, for signature of the DG.
5. All funds and financial records shall be the continuing property of the District and shall be turned over to each successor District Treasurer.
6. In payment of all invoices and expenditures, the District Treasurer shall be subject to the District Budget and its allocations of amount and purposes. In the event, however, expenditures exceed the amount so budgeted for such purposes, the District Treasurer shall not pay the same without the prior consent of the DG. Budgeted line item funds may be moved from a budgeted line item to another budgeted line item only in the event a budgeted line item has not or with reasonable certainty will not be spent for its stated purpose. In any case the total budget dollars will not be exceeded without the consent and approval of the DG and District Council.
7. At the end of the financial semester, the District Treasurer shall submit his records to the person(s) selected by the DG to do a financial review, and present the reviewed records to the Finance Committee for approval. During the second financial semester, the District Treasurer shall, after the Finance Committee approves the reviewed records, prepare and submit the tax returns.
8. No records shall be destroyed until after the District Treasurer has made her/his annual report at the District Conference and then only upon approval of the District Council. Records should be kept for seven (7) years.

**C. DISTRICT SECRETARY**

1. The DS shall perform such duties as usually pertain to the office. (*as described in Appendix III*) Except when the DG has appointed a Parliamentarian, the DS shall advise and assist the DG, the District Treasurer and all District appointed committees of and in the procedures to be followed in the administration of the District affairs.
2. All records and books coming into the hands of the DS in the conduct of the office shall be the continuing property of the District and shall be turned over to each successor DS.
3. The DS shall cause to be delivered to every club President-Elect a copy of this APM by April 1st, or as soon as possible after the identity of the President-Elect is made known to the DS.

**D. APPOINTED OFFICERS AND STAFF**

1. District Leadership and Development Trainer
  - a. Appointed by the DG, for a one-year term.
  - b. Should be a PDG or other Rotarian with significant experience.
  - c. Will assist the DG in working with District Committee personnel and club officers to improve their understanding of Rotary and their performance of their duties.
2. Parliamentarian
  - a. Appointed by the DG, for a one-year term.
  - b. Maintains parliamentary order at the District Conference and other District meetings at the direction of the DG.
  - c. Is required to be familiar with the RI Manual of Procedure, this APM, and Robert's Rules of Order.
3. Other Appointments
  - a. The DG shall have the right to appoint Rotarians to other district positions, as he deems necessary to help in the administration of the District.

**Article IV – DISTRICT DIRECTORS****A. STATUS**

1. Appointed by the District Governor. There are six District Directors; two appointed each year for three-year terms.

**B. ATTENDANCE**

1. Attendance at Council meetings is vital to the proper functioning of the body. Directors will forfeit their appointment after two consecutive unexcused absences.

**C. QUALIFICATIONS**

1. Should have experience as a chairperson of a district committee or District Governor's Representative and should preferably be a past club president. Newer leadership is important but a Past District Governor may be appointed.

**D. DUTIES**

1. Attend meetings called by the coordinator of District Directors to plan and implement Committee programs for the year and to report on Committee programs.
2. To secure material available from Rotary International for the use of committee chairpersons who will report to them.
3. To ensure that each chairperson knows her/his responsibilities and holds meetings as appropriate.
4. Attend meetings called by the coordinator of District Directors to plan and implement Committee programs for the year and to report on Committee programs.
5. To secure material available from Rotary International for the use of committee chairpersons who will report to them.
6. To ensure that each chairperson knows her/his responsibilities and holds meetings as appropriate.
7. To supervise and monitor the activities of committees under their care and attend committee meetings as an ex office member.
8. As necessary, assist committee chairpersons in the preparation of their budgets and attend District Council meetings.

**E. COORDINATOR OF DISTRICT DIRECTORS****1. Status**

- a. Appointed by the District Governor and is a voting member of the District Council.
- b. Appointment is for a one-year term and two additional one-year appointments can be made.

**2. Qualifications**

- a. Should have a through knowledge of district affairs as well as programs at a club level.
- b. Should be a past president and should have served as an AG or a District Director.

**3. Duties**

- a. To call and chair meetings with the District Directors to develop programs and to ensure that each Director knows her/his responsibilities and holds meetings with her/his committee chairpersons.
- b. To invite the AGs to these meetings.
- c. To report on District Committee activities to the District Council and to the DG, and to act as their liaison with these activities.
- d. To assess the relevance of existing committees and to recommend to the DG and the District Council when committees should be dissolved and/or new committees established.
- e. To coordinate the work of the District Directors in the preparation of budgets for their

committees and present the budget to the District Council and Finance Committee.

**Article IV – DISTRICT DIRECTORS****E. COORDINATOR OF DISTRICT DIRECTORS** (Continuation)

- f. To work with the AGs so they will be aware of current programs and new ideas.
- g. To assess the potential of District Directors and committee chairpersons and to recommend to the DGE those who are capable of increased responsibility.
- h. To assist the DG in carrying out her/his program for the year.
- i. To arrange for the recording of minutes of the meetings of the District Directors and to distribute the minutes to the DG, DGE, DGN, DGND and all others present at the meetings.

**Article V – ASSISTANT GOVERNORS****A. GENERAL OVERVIEW:**

1. This position is governed by the DLP established by RI's Board of Directors to assist DGs in the performance of duties prescribed by RI. As such, this position is to be performed in accordance with this Article and Appendix IV of this APM that:
  - a. Adapts suggestions made in RI Guidelines 245 for the DLP.
  - b. Reflects particular support needs of the DG who, in turn, is hereby authorized to modify the contents of Appendix V periodically, at her/his discretion and upon her/his consulting the DGE, DGN, DGND, and AGs.

**B. APPOINTMENT:**

1. There shall be six (6) or more AGs appointed to serve during a period of three (3) consecutive terms of one (1) year-each, such that, under normal circumstances –
  - a. The periods of AG service are staggered for continuity, and no more than one-third (1/3) of the AGs need be replaced each year.
  - b. Each AG is assigned to support no more than eight (8) clubs.
2. The DGE shall appoint the successor for each AG whose service period expires at year's end, by December 31<sup>st</sup> and upon consultation with the DG, DGN, DGND, and each such AG.
3. The DG, at her/his discretion and upon consultation with the DGE, DGN, and DGND, may:
  - a. Declare a vacancy in a position of AG.
  - b. Fill the vacancy for the unexpired remainder of the term, in which case the partial term thus served does not count for purposes of the restriction of Section B.2 of this Article.
4. No AG may serve continuously more than three (3) full terms.
5. The terms of AGs shall commence on July 1<sup>st</sup>.
6. Upon appointment, each AG shall be assigned to support one or more Clubs as described in Appendix IV. For this purpose, the geographical territory encompassed by all Clubs assigned to each AG shall be designated as a particular District Area.

**C. STATUS:**

1. AGs shall be members of the District Council, with full rights thereon.

**D. QUALIFICATIONS:**

1. Candidates for the position of AG shall:
  - a. Possess a thorough knowledge of Club and District activities.
  - b. Have served a full term as a Club President.

**Article VI – DISTRICT COMMITTEES****A. FINANCE COMMITTEE**

1. The Finance Committee shall consist of the DG, immediate PDG, DGE, DGN, DGND, the District Treasurer, and two other members to be appointed by the DG. The DGE shall be the Chairperson.

**Article VI – DISTRICT COMMITTEES****A. FINANCE COMMITTEE** (Continuation)

2. This committee will prepare a budget of district expenditures for the Rotary Year, beginning on July 1st next.
3. The Finance Committee shall request District Chairs to submit a detailed budget for consideration for the district budgets no later than January 1st.
4. Prior to the PETS, the proposed budget shall be presented to the District Council for its review and recommendations.
5. At the PETS prior to the District Assembly, each CPE shall be furnished, by the DGE, with a copy of the proposed budget and the suggested per capita contribution. This budget shall be submitted to a meeting of the CPEs at the District assembly for their advice and consent.
6. A three fourths (3/4) vote of the CPEs in attendance at the District Assembly may amend or modify the proposed budget and/or per capita contribution. Following such action, if any, the CPEs shall adopt, by a similar vote, a District Budget and per capita contribution for the next Rotary Year.
7. If a three fourths (3/4) vote for the adoption of the budget and the per capita contribution is not obtained after three (3) separate votes thereon, the Proposed Budget and per capita contribution shall be the operating budget and contribution, subject to final action thereon at the District Conference.
8. Not more than 30 (thirty) days after the District Assembly, the District Treasurer shall send to each club a copy of the adopted budget and per capita amount.

**B. AUDIT COMMITTEE**

1. The Audit Committee shall consist of three District Rotarians appointed by the DG, each to serve three (3) year terms, with one term to expire each year.
2. The Committee will audit the books of the District Treasurer each year for the Rotary Year ending June 30th, and make its report and recommendations to the District Council and to be reported at the District Conference. The District Treasurer shall deliver her/his records to the Audit Committee no later than August 15th for audit. The Audit Committee shall return the records to the Treasurer upon completion of the audit.

**C. CONFERENCE COMMITTEE**

1. The DGE shall select a conference Host Club or Co-Host Clubs shortly after her/his election at the District Conference. The DGE and the Host Club(s) shall select a Conference Chairman, Conference Treasurer, Committee Secretary and other committee members as needed or necessary for the effective, efficient planning and operation of the District Conference. Also members of this committee shall be the conference chairpersons for the previous two (2) conferences. Following the district conference, this committee shall meet to determine the financial and actual results of the conference and to investigate future conference locations.
2. The conference site selection(s), and any decision to hold the conference outside the District, shall be subject to the approval of a majority of CPEs at the District Assembly following the date when the committee has made its site selection(s). In the event reservation of the selected site is required prior to the next District Assembly, voting on the site selection shall be by mailed ballots, which ballot shall be received by each CPE at least 20 days prior to the date set by the site committee when such ballot shall be returned to the Committee Chairperson. The failure of a CPE to return the written ballot within the time limit set by the site committee shall be deemed a vote in favor of the site selection.
3. District budget allocations for district conference expense should be advanced to the conference committee at the beginning of the Rotary Year. These funds will provide working capital for the conference committee.

## Article VI – DISTRICT COMMITTEES

### C. CONFERENCE COMMITTEE (Continuation)

4. Following the District Conference, no later than January, the financial accounting for the conference will be examined by the district conference committee.
5. Any surplus will be distributed in the following manner:
  - a. Amounts advanced to the conference committee from the district budget (not including youth exchange, rotary foundation scholars, Interact and Rotaract students) shall be returned to the district treasury.
  - b. Amounts exceeding the funds advanced will be returned to the district treasury to be used that rotary year, if possible, in district projects.

### D. OTHER COMMITTEES

1. The DG may, at her/his discretion, create and appoint members to other committees to assist in the administration and implementation of district projects and functions. Such committees shall report to the District Council through the Director designated by the DG.
2. The DG may, at her/his discretion, create and appoint members to other committees to assist in the administration and implementation of district projects and functions. Such committees shall report to the District Council through the Director designated by the DG.

### E. TERM OF APPOINTMENT

1. Unless otherwise noted in this Article, committee members will be appointed for terms not to exceed three (3) years with the option of one (1) additional three (3) year term, at the DG's discretion.
2. Unless otherwise noted in this Article, committee chairpersons will be appointed for one year with the option of serving one additional year at the district governor's discretion. The chairpersons of the rotary foundation and youth exchange committees will be appointed for a one year term with the option of serving two additional one year terms at the discretion of the district governor.

## Article VII – FUNDS

### A. DISTRICT FUNDS

1. Funds necessary for the adequate administration and development of Rotary within District 7150 shall be obtained by a "Per Capita Contribution." For the year when *RI* has District Attendance participation and charges additional per capita dues, a like amount is included in the budget for the expenses of said delegate(s).
2. One half of the annual suggested per capita contribution as adopted at the District Assembly, or District Conference shall be paid to the District Treasurer by each club in the District within thirty (30) days after receipt of the assessment by the District Treasurer.
3. The budget for the current Rotary Year and the per capita amount relating thereto shall, if not adopted at the District Assembly, be submitted to the District Conference for possible modification. Any amendments to the budget and/or per capita contributions shall not become operative until the first day of January following the enactment of such amendments. Amendments to the current budget shall be by motion.
4. Resolutions may be adopted at the District Conference which may place limitations or otherwise effect the budget for the next ensuing year, and the District Council for the next ensuing year and any action taken at the next District Assembly shall be restricted according to such resolutions.
5. The second payment toward the annual per capita contribution shall be based upon the action taken at the District Conference. The District Treasurer shall notify the clubs of the computed contributions due, payable thirty (30) days following such notification to the District Treasurer.

**Article VII – FUNDS****A. DISTRICT FUNDS** (Continuation)

6. District Per Capita contribution will be paid on the number of members reported to Rotary International on the Semiannual Report as of July 1st. Or January 1st. No refunds or credits will be made or given to any club for any reason, whether due to a member not paying her/his club dues, or for members that might be dropped after July 1st. Or January 1st.
7. Payment shall be invoiced by the District Treasurer to each club not less than two (2) weeks prior to the end of the semester, based on the most current available membership figures. However, it is expected that a club will modify the invoice to match the quantity of members shown on the SAR for that semester.
8. Payment of the amount in arrears shall be subject to a 1% per month surcharge, starting after the second month of the semester (on 01-Sep, or 01-Mar), and in effect until all arrears are paid.
9. Surpluses as of July 1st. of each year shall be accumulated up to a total of \$ 20,000 as a “Reserve” for cash flow, emergency or other unexpected purposes. If this fund exceeds \$20,000, it shall be reduced at the discretion of the DG and the District Council with the approval of the DGE and DGN.

**Article VIII – EXPENSES****A. EXPENSES FOR DISTRICT MEETING ATTENDANCE**

1. For International, Regional, and Multi-District events, the Finance Committee shall, when preparing the budget for the following Rotary year, make appropriate provisions for related expenses described in this Article.
2. For District events, the organizing committee shall, when preparing the budget for the event, make appropriate provisions for related expenses described in this Article.

**B. EXPENSES FOR REGIONAL AND INTERNATIONAL MEETINGS**

1. The DG and her/his partner shall be allowed, from District funds, for the following expenditures relating to actual attendance at the Zone Institute:
  - a. Coach class air travel to and from the location of the sessions.
  - b. Registration Fees, and necessary board and room expenses.
  - c. Miscellaneous expenses.
2. The DGE and her/his partner shall be allowed, as described in Section B.1 of this Article, for expenditures relating to actual attendance at the Zone Institute and International Convention:
3. The DGN, District Trainer, and their partners shall be allowed, as described in Section B.1 of this Article, for expenditures relating to actual attendance at the Zone Institute.

**C. EXPENSES FOR MULTI-DISTRICT PETS**

1. The DG, DGE, DGN, DGND, all AGs and AGDs, and their partners shall be allowed, from District funds, for the following expenditures relating to actual attendance at the Multi-District PETS:
  - a. Coach class air travel to and from the location of the sessions, if more than four (4) hours driving time one-way from our District. Otherwise, mileage at the IRS standard allowance.
  - b. Registration Fees, and necessary board and room expenses.
  - c. Miscellaneous expenses.

**Article VIII – EXPENSES (Continuation)****D. EXPENSES FOR DISTRICT CONFERENCE, MID-YEAR MEETING, AND ASSEMBLY**

1. The DG and her/his partners shall be allowed, from District funds, for the following expenditures relating to actual attendance at the District Conference:
  - a. Registration Fees, and necessary board and room expenses.
  - b. Miscellaneous expenses.
2. The DG, DGE, DGN, DGND, all AGs, and all AGDs shall be allowed, from District funds, for the registration expenditures relating to actual attendance at the Mid-Year Meeting and District Assembly.

**Article IX – DISTRICT ASSEMBLY VOTING****A. VOTING**

1. Unless otherwise addressed in this APM or RI guidelines, approval of all matters will require the affirmative vote of the majority of the CPEs or their proxies present at the District Assembly.

**B. PROXIES**

1. A CPE may designate a proxy, who shall be a member of her/his same club, to act in behalf of the CPE at the District Assembly. Said proxy to be in writing, signed by the CPE and filed with the DS.

**Article X – DISTRICT CONFERENCE PROCEDURES****A. TIME AND PLACE**

1. A conference of Rotarians of the District shall be held annually at such time and place so as not to conflict with the District Assembly, PETS, CoL, RI International Assembly, RI Zone Institute, or RI International Convention.

**B. CONFERENCE SECRETARY**

1. The DS shall be the Conference Secretary whose duty it shall be to cooperate with the DG in making plans for the conference agenda and in recording the proceedings thereof. The DS shall be an ex-officio member of the Conference Committee.

**C. CONFERENCE VOTING – As provided in Article 15.050 of the RI By-Laws**

1. Every active, senior active, or past service member in good standing of a club in the District, who is present at the annual conference of the District, shall be entitled to vote upon all matters submitted to a vote at the conference except the selection of the DGND and the election of the representative of the District on the CoL.

**D. ELECTORS**

1. Any elector shall have the right to demand a poll upon any matter presented to the conference, in which event the voting shall be restricted to electors.
2. Every Rotarian appointed by a club as an Elector or Alternate must be an active, senior active, or past service member of said District club, and in good standing with the club and RI.
3. Each Elector present at the District Conference shall be entitled to cast one vote in the selection of the DGND and the election of the district's representative on the CoL. Only as many Alternates from a club are entitled to so vote as there are absent Electors from the club.

**Article X – DISTRICT CONFERENCE PROCEDURES****D. ELECTORS** (Continuation)

4. Each club in the District shall select, certify and send to the annual District Conference one (1) Elector for each twenty-five (25) members or major fraction thereof, based on the total members reported, excluding Honorary members, in the club's Attendance Report for August. (That is –
- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| 37 members or less = 1 Delegate,  | 38 to 62 members = 2 Delegates,   |
| 63 to 87 members = 3 Delegates,   | 88 to 112 members = 4 Delegates,  |
| 113 to 137 members = 5 Delegates, | 138 to 162 members = 6 Delegates, |
| 163 to 187 members = 7 Delegates, | 188 to 212 members = 8 Delegates, |

**E. PROXIES**

1. A club may designate as proxy for its absent elector(s), when the circumstances require it and the club obtains the consent of the DG for such proxy.
2. The proxy may include a member of said club or of any club in the district who meets the same qualifications applicable to be appointed and Elector.
3. The President and Secretary of such club must certify the proxy designation.
4. The proxy shall be entitled to vote as proxy for the non-attending elector(s) represented, in addition to any other vote the proxy may have.

**F. VOTING**

1. A majority of the votes cast, either by members at large from the clubs in the District, or by the electors, as provided in Article 15.050 of the RI By-Laws, shall be sufficient to carry any motion or resolution. If any elector fails to demand a poll upon any question, prior to the voting on that question by the members at large, the right to demand a poll on that question is lost.

**Article XI – NOMINATION AND SELECTION OF DGND****A. NOMINATING COMMITTEE**

1. The Nominating Committee shall consist of seven members who shall be:
  - a. The DG.
  - b. Two (2) immediate PDGs of and residing in District 7150.
  - c. A third PDG of and residing in District 7150 selected by the DG.
  - d. Three (3) immediate Past Presidents of District 7150 clubs selected one-each from –
    - (1) A club of 49 or less members.
    - (2) A club of 50 to 99 members.
    - (3) A club of 100 or more members.
  - e. Clubs within each of the three groups shall be chosen in alphabetical order with no club chosen a second time until all clubs within a group have been chosen and have served
  - f. The immediate PDG shall serve as committee Chairperson.
  - g. The DG shall vote only in the case of a tie.
  - h. Any four (4) members shall comprise a quorum.
2. In the event any Past District Governor of said Nominating Committee cannot, for any reason, serve, her/his place shall be filled by the next immediate PDG. In case any other members cannot serve, their place shall be filled by the immediate Past President of the next club in alphabetical order of the unrepresented group, who shall be notified by the DG.
3. In case a candidate for DGND is proposed by a club which has a member on the Nominating Committee, said member shall be replaced as provided in Paragraph 2 above. In case any club would be represented by a Past District Governor and an immediate Past President, the club's turn in the alphabetical rotation shall await expiration of service of the PDG on the committee.

**Article XI – NOMINATION AND SELECTION OF DGND****A. NOMINATING COMMITTEE** (Continuation)

4. No PDG may serve on the Nominating Committee for more than two (2) consecutive years.
5. The Chairperson of the Nominating Committee to notify those Presidents of clubs who, upon becoming immediate past-presidents, will be eligible to be on the Nominating Committee for the ensuing year, of their appointment to serve on the current Nominating Committee in an ex-officio capacity, so that their responsibilities as voting members of the next ensuing year will be more efficiently fulfilled.

**B. NOMINATING PROCEDURE AND SELECTION**

1. By June 1<sup>st</sup> of each year, the DGE shall invite the Clubs of the District to submit to the Nominating Committee, by not later than 60 days prior to the Conference, suggestions for nominations for DGND.
2. Suggestion or nominations for DGND by any Club shall be submitted to the Nominating Committee and to the DG in the form of a resolution adopted at a regular meeting of the Club, and properly certified by the Club Secretary.
3. Between sixty (60) days and forty-five (45) days prior to the District Conference, the Nominating Committee shall meet to interview all candidates submitted by the Clubs.
4. No later than three (3) days after its meeting, the Nominating Committee shall submit its choice to the DG, and shall inform its decision all clubs who submitted candidates.
5. Within three (3) days after receipt of the Nominating Committee report, the DG shall, concurrent with her/his publication of the committee's selection, invite clubs to resubmit, if they wish to do so, wishing their candidate's names for DGND.
6. Any club in the district wishing to resubmit their candidate's name must adopt a resolution at a regular meeting and file such resolution with the DG on or before thirty (30) days prior to the District Conference, the name of such candidate. Only candidates that have been concurred to by at least five other clubs in the district shall be considered valid nominations.
7. If thirty (30) days prior to the District Conference –
  - a. No nominations have been received by the DG from any club in the District, he shall declare the Candidate of the Nominating Committee to be the DGND, and shall notify accordingly all Clubs in the District within fifteen (15) days.
  - b. Any such nomination has been received from any club, and such nomination continues effective for ten (10) days (i.e., if such nomination is not withdrawn or refused within ten (10) days), the DG shall notify all Clubs of the name and qualifications of each candidate, and that all candidates for DGND will be balloted upon at the next District Conference.
  - c. No nomination continues effective, then the District Governor shall declare the candidate of the Nominating Committee to be the District Governor-Nominee and within five (5) days thereafter so notify all of the Clubs of the District.
8. If no nomination continues effective at the time of the District Conference, for any cause whatsoever, electors from clubs in the District shall make nominations from the floor of the Conference.

**C. SELECTION OF NOMINEE**

1. Except as provided elsewhere in these procedures, the selection of a DGND shall be made by the District within the Rotary Year two years prior to the Rotary Year in which such nominee will be trained at the annual Rotary International Assembly and elected at the Rotary International Conference. Nominees so trained and elected shall serve one (1) year as DGE and assume office as DG on July 1<sup>st</sup> of the calendar year following election as DGE.

## Article XII – COUNCIL ON LEGISLATION

### A. DISTRICT REPRESENTATIVE ON COUNCIL ON LEGISLATION

1. The District Representative on the RI Council on Legislation shall be elected at the District Conference held in the Rotary year immediately before the Rotary Year in which the Council meeting is to take place. An alternate representative shall be elected at this same time in case the other cannot serve.
2. The elected representative and the alternate representative shall be a present or past officer of RI or the DGE, and shall be an active, senior active, or past service member of a Club in the District.
3. Any club may nominate a qualified member, and shall certify in writing, over the signature of the Club President and Club Secretary, such nomination to the DG for presentation by him/her to the electors at the District Conference.
4. Procedures and time elements pertaining to nominations shall be the same as those provided in Article X for the nominations for DGND.
5. Each elector present at the District Conference shall be entitled to cast one vote in the election of the representative and one vote in the election of the alternate. The candidate receiving the highest number of votes shall be the representative, and the candidate receiving the second highest number of votes shall be the alternate, to serve only in the event the Representative is unable to serve. If there be only one nominee, the DG shall declare the nominee to be the representative on the council and the DG shall appoint the alternate.
6. In the event that neither the representative nor the alternate is able to serve, the DG may appoint another qualified Rotarian from the District to do so.

## Article XIII – RESOLUTIONS

### A. RESOLUTIONS TYPES

1. Resolutions which may be offered for consideration at any District Conference are:
  - a. District Resolutions – A resolution affecting purely District 7150 policies and matters.
  - b. Proposed Legislation – A resolution of the District Conference whereby the Conference offers a proposed enactment or a proposed resolution for transmittal to and action by the Council on Legislation.
  - c. Memorials to the Board of Directors of RI – A resolution whereby the conference recommends that the Board of Directors of RI give consideration to a certain matter.
  - d. District Resolutions – All resolutions adopted on matters of importance in the District shall be in accordance with the Rotary International Constitution and By-Laws and in keeping with the spirit and principles of Rotary.

### B. DISTRICT RESOLUTIONS COMMITTEE

1. At the District Assembly the District Governor, with the advice of the DGE, shall announce the appointment of a Resolutions Committee, consisting of –
  - a. The most immediate PDG indicating her/his willingness to serve thereon.
  - b. The DGE.
  - c. Three (3) Rotarians selected one-each from the club groups defined in Article X.
  - d. The District Secretary who shall serve as an ex-officio member of the committee, without vote, for the purpose of facilitating the committee functions.
2. In the event a Resolution Committee is not appointed as provided in this Article, the District Secretary shall act as a temporary Committee of one, and at the District Conference, he shall, upon taking the roll of all of the clubs, turn the proposed resolutions over to the electors present at the conference, who shall –

**Article XIII – RESOLUTIONS****B. DISTRICT RESOLUTIONS COMMITTEE (Section 2 Continuation)**

- a. Act as a committee of the whole, going into committee session at its own appointed hour of that day.
- b. Make its report to the District Conference immediately following the roll call of clubs on the second day of the conference.

**C. DISTRICT RESOLUTIONS PROCESSING**

1. Should the District Conference begin prior to September 28<sup>th</sup>? all dates stated in this Article shall be reduced accordingly.
2. By May 31<sup>st</sup>. the DGE shall notify all Presidents-Elect of the appointment of the Resolutions Committee, advising each club that proposed resolutions must be submitted in writing to the District Secretary on or before the following June 30<sup>th</sup>. (By 120 days of the Conference).
3. Between July 1<sup>st</sup>. and July 31<sup>st</sup>., the committee shall meet to review all such submitted proposals and –
  - a. As necessary, to redraft each to state its intent and to correlate the same to the existing procedures sought to be amended, deleted or enlarged.
  - b. Immediately return to the originating club with an appropriate explanation any proposal that the committee determines is contrary to the RI Constitution and/or By-Laws.
4. By August 15<sup>th</sup>. the DS shall mail to each club, a copy of the proposed resolution to be reported upon by the Committee at the next District Conference (by 45 days of the Conference).
5. At the District Conference –
  - a. The Resolution Committee members, or in their absence the DS, shall give the Committee's report and recommendations upon each of the proposed resolutions. The committee's approval or disapproval of any proposed resolution shall not be a prerequisite to the voting by the members in attendance upon such resolutions.
  - b. On motion, without second, any proposed resolution shall be submitted for discussion, parliamentary procedure applicable thereto, and vote thereon.
  - c. Any resolution, and motions thereon, shall be carried or defeated by a majority vote of those entitled to vote.
  - d. In the event more formal parliamentary procedures are deemed desirable, Roberts' Rules of Order, revised as to the latest issue, shall be prescribed, but such procedure shall be invoked only at the discretion of the DG.
6. On motion, without second, any proposed resolution shall be submitted for discussion, parliamentary procedure applicable thereto, and vote thereon.

**Article XIV – DISTRICT PROJECTS****A. UNCOMPLETED DISTRICT PROJECT**

1. In the event the District Governor shall report to the Finance Committee at least eight weeks prior to the District Assembly that a current District approved project cannot reasonably be completed by June 30<sup>th</sup> next, such project may be continued within the next Rotary year for a period not exceeding four months, providing the following conditions are met:
  - a. The Finance Committee determines that there are remaining adequate funds within the budget of the then District Governor, which the Finance Committee may allocate to such project as a separate expense during the next Rotary year.
  - b. The continuation of such project into the next Rotary year be recommended by the incoming District Governor and that such recommendation be approved at the District Assembly by vote separate and distinct from the approval of the proposed District Budget.

## Article XIV – DISTRICT PROJECTS

### A. UNCOMPLETED DISTRICT PROJECT (Continuation)

- c. The approval of the proposed District Budget containing the allocation of the necessary funds to complete such project.
- d. The appointment by the incoming District Governor of the then District Governor as chairperson of a special committee charged with the completion of said project. Said committee reporting to and being directly responsible to the incoming District Governor, in the subsequent role as District Governor.
- e. Notwithstanding all of the above, the District Governor shall have the right to terminate such project, even though not completed, if he so acts in the best interests of Rotary International and District 7150.

## Article XV – AMENDMENTS

### A. DISTRICT AMENDMENT PROCEDURE

1. Amendments to these District procedures may be made at any District Conference by resolution complying with Article IX and Article XII of this APM.
2. Proposed amendments shall identify all deletions/modifications by ~~strike-through~~ letters, followed by all additions/replacements identified by **bold underlined** letters.
3. Upon adoption, amendments in proper form shall be annexed hereto by the District Secretary, and the District Governor shall notify all clubs of amendments adopted at the District Conference.

## Article XVI – EFFECTIVE DATE

These District 7150 Administrative Procedures repeal all prior procedures and shall become effective immediately upon their adoption at the District Conference.

## Appendix II - DISTRICT SECRETARY

### A OVERVIEW:

1. Work closely with the District Governor to relieve him/her of many administrative and record-keeping responsibilities.
2. Be proactive and positive in accomplishing assigned duties, keeping in mind that the clubs are the district's "customers" and are to be treated as such.
3. Accomplish tasks within agreed upon time frames, or, in the event that this is not possible, communicate that in advance of the end-date, so that alternative action can be taken.

### B RESONSIBILITIES:

1. Arrange for meeting dates, times, locations and set-up of district council meetings.
  - a. Notify District Council members 30 days in advance of meetings, with a follow-up reminder 10 days before. Notification can be by e-mail, phone or mail or a combination thereof.
  - b. Take and distribute meeting minutes to all participants within 10 days following the District Council meeting.
2. Be in charge of compiling the Monthly Attendance Reports from club secretaries from which a monthly summary report is prepared and reported in Credo, the district newsletter.
  - a. Supply the Assistant Governors, by the 20th of each month, the names of any clubs in their areas that have not supplied the required data.
  - b. Solicit and obtain any missing data directly from the clubs to complete the report by the end of the month. This may be accomplished with the Assistant Governor; however, it is the responsibility of the Secretary to obtain the data.
3. Maintain and update, on a timely basis, the district database utilizing existing resources:
  - a. membership Add/Remove/Change slips supplied by club secretaries;
  - b. Rotary International's Semiannual Reports supplied by club secretaries;
  - c. club rosters when available.
4. Supply mailing labels to District officers and others who need them, when requested;
5. Create and supply various officer/membership reports and listings as requested by the District Governor.
6. Create and distribute minutes of district business meeting portions of key district events such as mid-winter meeting, district assembly, etc.
7. Maintain on file an up-to-date copy of the Administrative Procedures Manual.
  - a. Distribute a copy of the proposed changes of the Administrative Procedures Manual to the club presidents in advance to the District Conference, as defined in the manual.
8. Perform other tasks as agreed upon by the sitting District Governor. Examples are: Assisting in registration at district events (Assembly, Rotary Foundation Dinner, etc.), preparing the District Conference summary report for Rotary International.

**Appendix V – ASSISTANT GOVERNORS**

**A. OVERVIEW:**

1. This position is to be performed in accordance with this Appendix that is consistent with:
  - a. The District Leadership Plan established by the Board of Directors of RI.
  - b. Suggestions made in RI Guidelines 245 for the DLP.
  - c. A particular need of the DG who, in turn, is authorized by Article IV of the District’s APM to modify this Appendix periodically, at her/his discretion and upon her/his consulting the DGE, DGN, DGND, and AGs.
2. Throughout this Appendix, *Club* shall be understood to mean each Club assigned to an AG for support, and *Area* to mean the geographical territory encompassed by all Clubs assigned to a particular AG. *Area* designations and the Clubs that each currently encompasses are tabulated at the end of this Appendix.
3. Between January 1<sup>st</sup>. and June 30<sup>th</sup>. of the Rotary year of their appointment, the AGDs shall undergo training by the corresponding AGs and become acquainted with their Area Clubs.

**B. RESPONSIBILITIES:**

1. An AG is responsible for:
  - h. Assisting the DG in the execution of her/his tasks and duties.
  - i. Acting as a liaison between Clubs and the DG.
  - j. Helping to promote RI and TRF activities and programs within the District.

**C. WORKING RELATIONSHIP:**

1. Works with the DG, to ensure her/his Area’s Council and projects are functioning.
2. As required, officially interacts with all Officers and Directors of her/his Clubs and with District Committees.
3. Ensures that:
  - a. Information from the DG, Council, and Committees is transmitted to the Clubs.
  - b. Successful Club ideas and projects are given to the other AGs for promotion throughout the District.
4. Assists the DGE in –
  - a. The search for and selection of AGs.
  - b. Planning her/his District Assembly.
5. Assists District Directors in advancing their programs in the Area Clubs.
6. Works with Area club officers to assure that required reports and notices are processed in a proper and timely manner.
7. Encourages attendance and membership contests within and between Area Clubs.
8. Prepares reports for the DG and DGE, as requested

<b>AREA</b>	<b>CLUBS ENCOMPASSED</b>
1	Adirondack Foothills, Dolgeville, Herkimer, Kuyahoorra Valley, Little Falls.
2	Camden, Oneida, Oriskany-Whitestown, Rome, Sherrill, Utica.
3	Canastota, Cazenovia, Hamilton, Morrisville, Oriskany Falls, and Waterville.
4	Chittenango, DeWitt, Eastwood, Fayetteville-Manlius, Syracuse, Syracuse Inner City, and Syracuse Sunrise.
5	Auburn, Aurora, Moravia, Skaneateles, Skaneateles Sunrise, and Tully.
6	Baldwinsville, Cato, Fulton, Fulton Sunrise, Oswego, and Oswego Sunrise.
7	eClub NY1. Greater Utica Sunrise, New Hartford, North Utica, Sauquoit, and West Winfield.
8	Camillus, Clay-Cicero-North Syracuse, Liverpool, Marcellus, Oneida Shores, Solvay-Geddes,

END of Appendix V

**DICTIONARY OF ACRONYMS**

ACRONYM	SIGNIFICANCE *
AG .....	<u>A</u> ssistant <u>G</u> overnor ..... (Incumbent)
AGD .....	<u>A</u> ssistant <u>G</u> overnor- <u>D</u> esignee..... (Successor to AG)
APC .....	<u>A</u> dministrative <u>P</u> rocedures Committee
APM .....	<u>A</u> dministrative <u>P</u> rocedures Manual
CoL .....	<u>C</u> ouncil on Legislation of RI
CP .....	<u>C</u> lub <u>P</u> resident ..... (Incumbent)
CPE .....	<u>C</u> lub <u>P</u> resident- <u>E</u> lect ..... (Successor to CP)
CS .....	<u>C</u> lub <u>S</u> ecretary ..... (Incumbent)
CSD .....	<u>C</u> lub <u>S</u> ecretary- <u>D</u> esignee ..... (Successor to CS)
DG .....	<u>D</u> istrict <u>G</u> overnor ..... (Incumbent)
DGE .....	<u>DG</u> - <u>E</u> lect ..... (Successor to DG)
DGN .....	<u>DG</u> - <u>N</u> ominee ..... (Successor to DGE)
DGND .....	<u>DGN</u> - <u>D</u> esignee..... (Successor to DGN)
DGR .....	<u>DG</u> - <u>R</u> epresentative ..... (Superseded position)
DGRD .....	<u>DGR</u> - <u>D</u> esignee ..... (Successor to DGR)
DLP .....	<u>D</u> istrict <u>L</u> eadership <u>P</u> lan (Instituted by RI and adopted by District)
DS .....	<u>D</u> istrict <u>S</u> ecretary ..... (Incumbent)
DSE .....	<u>DS</u> - <u>E</u> lect ..... (Successor to DS)
MoP .....	<u>M</u> anual of <u>P</u> rocedures of RI
PDG .....	<u>P</u> ast <u>DG</u>
PETS .....	<u>CPE</u> 's <u>T</u> raining <u>S</u> eminar
RI .....	<u>R</u> otary <u>I</u> nternational with headquarters in Evanston IL
TRF .....	<u>T</u> he <u>R</u> otary <u>F</u> oundation of RI

- NOTE** –
1. An “s” (lower case) appended to an acronym designates more than one person.
  2. A “Designee” is a person appointed to begin serving at a future date, except that a DGND is elected by District subject to subsequent election by RI.
  3. An “Elect” is a person elected to begin serving at a future date.
  4. To avoid confusion, acronyms are not used to designate District Council, District Trainer, District Treasurer, District Director, etc.

(\*) Unless qualified otherwise, RI *District 7150* shall be understood to qualify all acronyms listed for entities and persons in this Dictionary and the APM.

End of MANUAL

