

CODE OF POLICIES
of the
Rotary International District 7475

SERVING THE ROTARY CLUBS OF HUNTERDON,
ESSEX, MERCER, MIDDLESEX, MORRIS,
SOMERSET, SUSSEX, UNION AND WARREN
COUNTIES IN THE STATE OF NEW JERSEY, AND
NEW HOPE, PENNSYLVANIA, USA

Effective July 1, 2018

This Code of Policy is reviewed annually and adopted by the duly authorized delegates of the clubs that constitute District 7475.

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Article 1 - Purpose

This Code of Policies (COP) is intended to supplement the Constitution and Bylaws of Rotary International and the policies of Rotary International insofar as they apply to the administration of District 7475. Nothing in this COP is intended to limit the authority of the District Governor granted to him or her by Rotary International. It is understood that the Rotary International Manual of Procedure and Code of Policy have precedence over the District Code of Policies.

Article 2 Officers

2.1 District Governor

The District Governor is the only officer of Rotary International in the district and functions under the general control and supervision of the Board of Rotary International. The status, qualifications, duties, and code of ethics of the District Governor may be found in the RI Code of Policies.

2.2 Vice-Governor

The role of the Vice-Governor will be to replace the District Governor in the event of his or her inability to continue in the performance of the District Governor's duties.

Having a Vice Governor is no longer mandatory. If there is no Vice Governor, and the District Governor is unable to complete his year, then the Nominating Committee would select a Past District Governor proposed by the Governor Elect. If there is no Nominating Committee, then the Governor Elect selects a Past District Governor.

If a Vice-Governor is to be appointed it should be done by the DGE by January 1 of the year preceding his or her term of service. Selection of the Vice Governor shall be based on the following: shall have served as District Governor of District 7510, 7470, or 7475 within the past 5 Rotary years. If none of the Past District Governors in the above 5 year pool is available to serve, the District Governor-Elect will attempt to choose from a pool of Past District Governors who have served in the 5 years prior to the first pool.

The District will provide funds for the Vice-Governor to attend PETS I, PETS II, the District Assembly, Changing of the Guard, and any other functions that require his or her attendance. The Vice-Governor's attendance at these functions shall be determined by the sitting Governor.

The Vice-Governor will be an ex-officio member of all committees and will be a contributing member of at least one committee, per prior arrangement with the District Governor-Elect at the time of his or her appointment.

2.3 District Officers

The officers of the district shall be the District Governor, Deputy Governor(s), Assistant Governors, District Secretary, District Treasurer, District Governor Elect, District Governor Nominee, and District Governor Designate. All other officials of the district as provided herein, except for the District Trainer, shall be appointed by the District Governor and shall serve concurrently with the District Governor during his or her term of office. Each officer shall perform the duties assigned to that officer by the District Governor.

2.4 District Trainer

The District Governor Elect appoints the District Training Committee with consent of the District Governor.

2.5 Assistant Governors

The District Governor shall appoint Rotarians who are Past Presidents of Rotary Clubs within the district to serve as Assistant Governors. Such Assistant Governors shall serve as liaison and resource coordinators between the district and the clubs and shall visit with and communicate regularly with the officers and members of each club in their assigned areas. The Assistant Governors shall perform the duties assigned to them by the District Governor in accordance with the District Leadership Plan. Assistant Governors are appointed to 3 year terms, subject to annual approval of each succeeding Governor.

2.6 Staff Meetings

The District Governor shall convene the District officers, the District Leadership Council, and key committee chairs that shall constitute the district staff. The district staff shall be the District Governor's aides in the conduct of the business of the district.

2.7 District Areas

The District Governor shall designate Areas within the District, each area to consist of clubs reasonably contiguous to each other. Each Area shall be designated by a number, and be served by an Assistant Governor.

2.8 District Regions

The District shall be divided into 6 geographic regions, each with an approximately equal number of clubs. The regions will be used in the Nominating Committee process. Refer to section 3.10.2

2.9 Appointment of Chairs and Committee Members

The District Governor shall appoint the chairs and members of the committees of the district in accordance with the provisions of this Article. All standing and special committees except The Rotary Foundation Committees and the District Training Committee shall be grouped by the District Governor in accordance with the recommendations of Rotary International. The Rotary Foundation Committees shall be grouped together and managed by the Chair of The Rotary Foundation Committees. The District Governor may appoint special committees consisting of one or more Rotarians during his or her term of office as may be deemed appropriate.

The District Governor shall be an ex-officio member of and shall approve all projects, events and activities of all committees except the Finance Committee, Internal Audit Committee, and District Nominating Committee. The District Governor may attend the meetings of all committees, but shall not participate in questions to candidates for nomination and may not vote at the District Nominating Committee meetings.

Article 3 District Committees

3.1 Code of Policies Committee

The Code of Policies (COP) Committee shall consist of 3 Past District Governors, each serving a staggered 3 year term with the possibility of reappointment. The District Governor-Elect and the District Governor-Nominee shall also serve as members. Appointments to the committee are made by the District Governor-Elect. The Chair of this committee shall be chosen by the District Governor-Elect. Members should be knowledgeable about Rotary International's constitutional documents and election procedures. They shall propose amendments to this COP to the District Conference and shall propose such legislation and resolutions, which may be recommended by the District to the Council on Legislation. The committee shall also comment on COP amendments, resolutions, or legislation proposed by Rotary Clubs.

3.2 Conference Committee, District

The District Conference Committee shall be appointed by the District Governor, District Governor-Elect, or District Governor-Nominee who will serve as District Governor during the year in which the conference will be held, and shall consist of a Conference Chair, who could be a Past District Governor, a Chair of the Host Club Committee, and such other members as are deemed appropriate. The Host Club shall be the Rotary Club of the then-District Governor unless such District Governor determines otherwise.

3.2.1 Committee Responsibilities

The District Conference Committee shall be responsible for assisting the District Governor in all arrangements for the District Conference, including, but not limited to hotel accommodations, registration, publicity, promotion, and all other areas assigned to it by the District Governor.

3.2.2 Programs

The Conference Chair and Host Club Chair shall assist the District Governor in preparing the programs for conference sessions and in all other ways as the District Governor may determine.

3.2.3 Host Club Chair

The Host Club Chair shall direct all subcommittee chairs and shall report directly to the Conference Chair.

3.3 Convention Promotion Committee

The RI Convention Promotion Committee shall consist of 5 Rotarians and will be chaired by the District Governor-Elect who will be one of the members. The committee shall actively promote attendance by Rotarians in the district at the annual RI Convention and, if possible, shall assist the District Governor-Elect in hosting a reception at such convention for district Rotarians in attendance. The District Governor-Elect shall select up to 4 Rotarians to help in this promotion and provide any other assistance with approval of the District Governor.

3.4 Development Committee, New Club

Under the direction of the District Governor, the New Club Development Committee shall develop and implement a plan to organize new Rotary Clubs within the District. The committee shall consist of at least 3 members. The Chair of the committee shall be selected by the District Governor-Elect, to serve during his or her term as District Governor. The remaining members of the committee shall be chosen by the District Governor-Elect in consultation with the Chair. The members shall be required to have at least Club President experience.

3.5 DGN Orientation Committee

The DGN Orientation Committee shall consist of six members: Two Past District Governors, one of whom is appointed by the District Governor as Chair; the immediate Past District Governor; the District Governor; the District Governor-Elect; and the District Governor-Nominee. The immediate Past District Governor shall serve a one year term and the remaining 2 Past District Governors shall serve a term of 3 years each. The meetings of the DGN Orientation Committee shall not be conducted in the absence of the DGN being oriented. The purpose of the DGN Orientation Committee is to help train and orient the incoming DGN and to develop a working relationship between the District Governor, District Governor-Elect, and the District Governor Nominee. Other guests may be invited by any member of the committee with the approval of the Chair.

3.6 Finance Committee

The Finance Committee shall be established to review and study the necessary expenses of district administration. Refer to the Rotary International Code of Policies to clarify appointment of members. The District Governor shall appoint one member to serve one year, one to serve 2 years, and one to serve 3 years; thereafter, each succeeding year, the District Governor in office shall appoint one member for a period of 3 years to fill the vacancy for that year. The Treasurer or Treasurer-Elect shall be a voting member of the Finance Committee.

3.7 Foundation Committee

The Rotary International Foundation Committee shall consist of a District Chair and the Chairs of the subcommittees, appointed by the District Governor in accordance with the recommendations of the Rotary Foundation. The Rotary International Foundation Committee shall consist of the following subcommittees: Fundraising, Grants, Polio, and Stewardship. Each subcommittee shall consist of Rotarians appointed by the District Governor. The subcommittees shall promote participation by the district and clubs in the educational, cultural, humanitarian, and fund development activities of The Rotary International Foundation and such district events as the District Governor shall approve. The Chair of the District Rotary International Foundation Committees shall be appointed, after consultation with the incoming District Governors, for a term of 3 years. In the event of a vacancy in The Rotary International Foundation Committee Chair, the District Governor shall appoint another Rotarian to the balance of the 3 year term.

3.8 Internal Audit Committee

The Internal Audit Committee shall consist of the 3 Rotarians who are members of clubs in this district and are available to serve. The Finance Committee Chair shall select 3 Rotarians to serve on the Internal Audit committee who shall be financial professionals who are not PDGs or in the Governors chain. They shall be appointed to rotating 3 year terms. The Treasurer should attend the meetings to answer questions, as a non- voting member of the committee. The Internal Audit Committee shall perform the duties set forth in Article 5.2 of this Code of Policy.

Proviso: The first year, 2018-9 the Finance Committee Chair should appoint one member to a one year term; a second member to a 2 year term; and a third member to a three year term. As each member's term expires, each year, a person shall be appointed to the next 3 year term. This proviso may be removed on July 1, 2020, when all 3 members of the committee will have 3 year terms.

3.9 Membership Committee

The Membership Committee will identify, market, and implement membership development strategies within the district that are appropriate for the district's membership growth. In addition to the business community, the committee will encourage member recruitment from a range of professional spheres including nonprofit, education, arts, non-elected government and clergy. The Membership Development Committee shall consist of at least 3 members. The Chair of the committee shall be selected by the District Governor-Elect to serve during his or her District Governor term. The remaining members shall be chosen by the District Governor-Elect in consultation with the Chair. The members shall be required to have at least Club President experience.

3.10 Nominating Committee.

The District Governor shall be nominated by a nominating committee organized as set forth in this Article and shall be elected by the Convention of Rotary International as provided in the Bylaws of Rotary International.

3.10.1 Governor Appoint Nominating Committee Chair.

The District Governor shall appoint a Chair of a District Nominating Committee in November each year, which chair shall be a Past District Governor. The Chair of the District Nominating Committee shall, during the month of December, issue a call in writing to the Presidents and Secretaries of each Rotary Club in the district for nominations for the office of District Governor for the year beginning two years from July 1 of the next Rotary Year. Such notice shall call for nominations on forms provided by Rotary International, to be received by the Chair of the District Nominating Committee by January 31 of that Rotary Year. No club shall nominate more than one candidate.

3.10.2 Governor Appoints Nominating Committee.

After January 31 of the current year, the District Governor shall appoint the seven remaining members of the District Nominating Committee, which committee shall consist of 8 Past Presidents, of whom 2 including the Chair shall be Past District Governors. The remaining 6 Past Presidents shall not be a current, past or incoming District Governor or a candidate for District Governor. The committee shall be so constituted so that each of the six Regions

within the district shall be represented. Each region will have a Past President Representative and a Past President Alternate. Both are invited to the meeting, but they may cast only one vote per region. The representative shall cast the vote. If the representative is not present, then the alternate casts the vote. No member of a Rotary Club that has nominated a candidate for District Governor shall serve on the committee.

3.10.3 Nominating Committee Meeting.

The District Nominating Committee shall meet during the month of February, shall personally interview all candidates who shall have been nominated by their clubs, and shall nominate a qualified Rotarian for District Governor, whether or not nominated by any club. This cannot be done electronically, but the candidates must be interviewed in person. At least 6 votes of committee members shall be required to nominate a Rotarian for District Governor. The Chair shall notify the current District Governor in writing or electronically of the name, address, and club of the nominee selected by the committee, and the District Governor shall give notice in writing or electronically to all clubs in accordance with the Rotary International Bylaws. Such notice shall give each club 3 weeks to make another nomination in accordance with the Rotary International Bylaws. If no other nomination is received by the District Governor within the 3 week period, the District Governor shall declare the nominee of the nominating committee as the nominee of the district, shall certify such nominee to Rotary International, and the nominee shall be designated as District Governor Designate.

3.10.4 DGD Automatic Advancement.

The District Governor Designate shall automatically become the District Governor Nominee on July 1 following the nomination.

3.10.5 Selection of Council on Resolutions Representative and Alternate.

The District Nominating Committee shall select both the Representative and Alternate to the Council on Resolutions every 3 years, as required. The first representatives shall be selected in the Spring of 2018, and shall start their term on July 1, 2018.

3.10.6 Proviso on Selection of DGD

Since Districts 7510 and 7470 are merging effective July 1, 2018, and there is already a DGD in place for the new District 7475, it is not necessary for the Nominating Committee to select a DGD during the 2017-2018 Rotary year. This proviso will drop out of the COP on July 1, 2018.

3.11 Public Image Committee

The Public Image Committee shall provide resources and advice to the clubs in furthering their public relations activities to improve their public image. It shall also recommend to the District Governor public relations activities on the district level and implement any such activities as may be approved by the District Governor. The committee will be chaired by a District Chair of Public Image who will choose up to 4 Rotarians to help in this endeavor and provide any other assistance with the approval of the District Governor.

3.12 Strategic Planning Committee.

The Strategic Planning Committee shall consist of the immediate Past District Governor, District Governor, District Governor-Elect, and the District Governor- Nominee. The sitting District Governor will select 2 additional Past District Governors to fill out the committee and Rotarians at large as may be appropriate. The chair of the committee will be selected by the sitting District Governor. The committee shall study the long-term trends, needs, and policies of the district; and shall prepare a strategic plan that, along with any other recommendations, shall be submitted to the District Governor. After review and approval by the District Governor, he or she will advise the committee chair to distribute the Strategic Plan to all club Presidents and Presidents-Elect for review. A courtesy copy will also be provided to the Advisory Council of Past District Governors. The Strategic Plan will be presented for approval on an annual basis by a vote of duly constituted delegates at either the District Assembly or the District Conference.

3.13 Training Committee

The District Governor-Elect shall appoint the District Training Committee, of which the District Trainer shall be the Chair. The District Training Committee shall be charged with assisting the District Trainer and the Governor-Elect in organizing all district training events, including but not limited to PETS I, PETS II, District Assembly, District Team Training Seminar, Assistant Governor training, and membership training.

Article 4 - Advisory Council of Past District Governors

The Advisory Council of Past Governors (previously called the College of Governors) shall be composed of all Past District Governors who are members of Rotary clubs within the district. District Governors are urged to call a meeting of the Advisory Council at least once a year within the month following the end of the International Assembly, to allow the District Governor- Elect to inform the District Governor and Past District Governors of the issues debated and presented at the International Assembly. The authority and responsibilities of the District Governor shall in no way be impaired or impeded by the advice or actions of the Past District Governors. Additional meetings may be called at the discretion of the District Governor, without limitation. The sitting District Governor will convene and chair all Advisory Council meetings.

Article 5 - Finance

5.1. Budget

Cooperating with the Governor-Elect, the Finance Committee shall prepare a budget of district expenditures, which shall be submitted to the clubs at least 4 weeks prior to the District Assembly and approved at a meeting of the incoming Club Presidents at such District Assembly. The amount of any per capita levy on clubs for district funding should be decided in accordance with the RI Bylaws.

5.1.1 Budget Development

The budget shall consist of projected income, the proposed annual per capita district dues, and allocations for program and operating expenses. The budget shall show a reserve for contingencies of at least 2 percent of the amount of total income. The District Governor-

Elect shall provide a copy of such proposed budget to each club President and President-Elect with a notice that such budget shall be presented for adoption at the annual District Assembly.

Such notice shall be transmitted at least four (4) weeks preceding the date of the District Assembly.

5.1.2 Adoption of the Budget

The budget as presented by the Finance Chair or designee to the District Assembly, and as may be amended by the District Assembly, shall be adopted by a simple majority of the Presidents-Elect present and voting at the District Assembly. Only Presidents-Elect may vote to amend or adopt the district budget, provided that where a President-Elect is formally excused from attending the District Assembly by the District Governor-Elect, a representative of the President-Elect designated in writing, shall be entitled to a proxy vote.

5.1.3 Investments

Investment of funds not currently needed may be made by the District Governor and District Treasurer in accordance with the policies of Rotary International. Separate accounts for the District Conference or for other purposes may be opened at the discretion of the District Governor. All district depository accounts shall have both the Treasurer and another District Officer as signatories on each account and that all bank statements shall be delivered by relevant banks to the Treasurer. The above requirements shall not apply to the District Emergency Fund, which shall be governed as provided below.

5.1.4 Supervision of Funds

The Governor-Elect shall name a District Treasurer, who shall be a member of the Finance Committee and who will keep proper records of income and expenditure of district funds. The funds shall be held in a bank in an account in the name of the district, and shall be supervised by the District Governor jointly with another member of the Finance Committee, who should preferably be the Treasurer when available. Bills must be paid with a paper check with two authorized signatures, with the concurrence of the District Governor.

5.1.5 District Governor Authority Over Budget

The District Governor may expend the funds budgeted and received. The District Governor shall have the authority to revise budget line items after consultation with the Finance Committee, provided that the District Governor may not expend more than the total amount appropriated by the district budget except as hereinafter provided. Those items which contemplate a contribution to a succeeding year's budget, a contribution to special funds, or as may be specified by this Code of Policy or district resolutions may not be expended by the District Governor for any other purpose. The District Governor shall not approve any fundraising program for general district budget purposes that does not appear in the approved budget or which has not been approved by the District Assembly. The prior sentence of this subparagraph is not intended to prevent the District Governor from approving the solicitation of advertisements or other methods of raising funds for any district publication.

5.1.6 Budget for Attending RI Functions

The budget shall provide an appropriation sufficient to enable the District Governor- Elect and his or her partner to attend the Rotary International Convention, to enable the District Governor and partner, and the District Governor-Elect and partner to attend the District Conference, and to enable the District Governor, the District Governor-Elect, and the District Governor-Nominee and partners to attend Rotary Zone Institute programs such as Governor-Elect training, Governor programs, etc. The budget shall further provide an appropriation to enable the District Trainer and Council on Legislation Representative to attend the sessions provided for them at the Rotary Zone Institutes. Nothing is intended in this provision to restrict the district from providing an appropriation for other officers or partners for other district, zone or international meetings.

5.1.7 Appropriations for Charitable Purposes

The budget may provide for an appropriation or contribution to any fund created by the district for a charitable Rotary purpose.

5.1.8 Appropriation for District Conference

The budget may contain an appropriation towards the conduct of the District Conference to cover those expenses assumed by the district for the conference, including but not limited to the expenses of the RI President's Representative, the attendance of Interact and Rotaract leaders, and the attendance of a Group Study Exchange team.

5.2 Annual Review

The District Governor must supply an annual statement and report of the district finances to each club in the district by October 15th of the completion of his or her term of office. The annual statement and report shall be reviewed by a qualified accountant and the Internal Audit Committee. This annual statement and report shall be presented for discussion and adoption at the next District Assembly, to which all clubs are entitled to send a representative and for which a 30 day notice has been given that the statement of the district finances will be presented for adoption or, if no such meeting is held, by the following district conference.

5.3 District Emergency Fund

The District Emergency Fund, funded as provided above, shall be maintained in a depository designated by the Finance Committee. All withdrawals shall be made jointly by the Chair of the Finance Committee and the District Governor. The funds held in the District Emergency Fund may be expended only in an emergency as approved by a majority of the Finance Committee upon the recommendation of the District Governor. A negative decision of the Finance Committee as to the payment of any funds from the District Emergency Fund may be appealed by the District Governor to the presidents of the clubs at a regular or special meeting of the District Assembly or District Conference. The goal is to maintain a target balance of approximately (2/3) two thirds of the district's annual budget.

5.4 Per Capita Dues

Each Club shall pay such annual per capita dues which shall be approved in the district budget. The incoming District Treasurer shall provide a bill to each club on or about July 1

of each year and such dues shall be due and payable on August 1. The per capita dues shall apply to all members, other than honorary, and those under age 30 under certain conditions (see below), of a club as of July 1 of each year. A club that has not paid their dues in a timely fashion will be solicited by the District Treasurer for the purpose of encouraging the club to pay their dues.

The waiver of district dues for those members under 30 years of age shall apply only if their club waives both the district dues and their club dues for those individuals. Therefore the only dues a member under age 30 will pay under this program are the Rotary International dues. This is an optional district program, in which each club will decide individually if they wish to participate.

Article 6 - Councils on Legislation and Resolutions

6.1 Council on Legislation.

The Council on Legislation (COL) is the legislative body of Rotary International and has the authority to amend the RI constitutional documents. It meets every three years in April, May, or June in the vicinity of RI World Headquarters, Chicago, IL. Each district sends one representative. The representative must have previously been a District Governor and must be a current member of a club in the district.

6.2 Council on Resolutions.

A Council on Resolutions consisting of Council Representatives will meet online annually to consider recommendations to the Council on Legislation. These resolutions will be presented to the general secretary by June 30 of the year prior to the Council on Legislation. District representatives and Alternates will serve for 3 years starting July 1, 2017, through June 30, 2020, and so on. They will be selected the year prior to their 3 year term. Both a Representative and an Alternate will be selected. They must be a member of a Rotary club, and a Past District Governor. Refer to the 2016 Manual of Procedure, RI Bylaws, Sections 7, 8, and 9.

6.3 Selection of COL Representative and Alternate

The COL representative and alternate will be selected at either the District Assembly or District Conference by election in the two years preceding the council on legislation. Any club may nominate a qualified member willing to serve. The nomination must be in writing, on paper, signed by the club President and Secretary, and be forwarded to the District Governor. The deadline for all nominations is 30 days before the vote is to be taken. Each club will be entitled to at least one vote. Clubs with more than 25 members will have 2 votes, clubs with more than 50 members will have 3 votes, and so forth. All club votes must be cast for the same candidate. The candidate with the highest number of votes shall be the District representative, and the runner up shall be the alternate. If there is only one candidate for the district, a vote is not necessary, and the Governor will declare that candidate the winner. Then the Governor shall appoint a qualified alternate.

Article 7 Amendments

7.1 Voting

This Code of Policies may be amended by the duly constituted delegates at either the District Assembly or District Conference by a vote of two-thirds (2/3) of those delegates present and voting.

7.2 Proposals for Amendments

Proposals for amendments shall be presented to the District Code of Policies Committee at least 60 days before any scheduled vote. The Committee shall send its recommendations with any changes to the District Governor within the 60 day to 30 day period prior to the vote for approval. Proposed amendments shall be circulated to the club Presidents and Presidents-Elect at least 30 days prior to the scheduled vote for approval. Any proposals to amend the COP must be in accordance with the Constitution, Bylaws and Code of Policy of Rotary International, and may not limit the authority of the District Governor. The proposal should list the page numbers and/ or sections of the MOP or Code of Policy which are influenced or supported by this proposal.

7.3 Distribution of Amendments Prior to Adoption

No amendment may be considered for adoption unless the presidents of each club shall have received a copy of proposed amendments at least 30 days prior to the vote. The District Governor-Elect shall arrange for the distribution of copies of the current COP to all Presidents-Elect at the annual PETS. The Chair of the District Code of Policy Committee shall publish a full copy of the COP on the district website, which shall be made available on request to all Rotarians in the district.

7.4 Effective Date

All amendments to the Code of Policies shall take effect on July 1 following adoption by either the District Assembly or District Conference unless an earlier date is specified in the amendment.

Adoptions:

Proposed by the Code of Policy Committee for a vote of the District Presidents Elect at the District Assembly in April 2018.