



**Rotary International District 7710**

**Manual of Procedures**

**July 1, 2007**

## Rotary International District 7710 Manual of District Procedures

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## **PART ONE: ORGANIZATION**

### **District 7710 Mission Statement**

The mission of District 7710 is to encourage unity among its clubs, to strengthen clubs in the district, to enhance the image of Rotary, to ensure the District is responsive to clubs and to advance the cause of world peace and cultural understanding.

### **Purpose of District 7710**

Like other Rotary districts, District 7710's purpose is to assist Rotary International to provide efficient administration of the clubs located within the assigned territory and to help individual clubs advance the Object of Rotary.

The responsibility for administering the policies and programs of Rotary International is given to the District Governor. To assist the Governor, the District Council is elected by the clubs within the district.

Territorial limits for each district are established, and altered, by the Rotary International Board of Directors. The district size is determined largely by consideration of the ability of the District Governor to perform the duties and by Rotary International's financial obligations to districts.

### **Expected Practices**

The Rotary International Constitution, Bylaws and RI Manual of Procedure govern all activities of District 7710. This District 7710 Manual of Procedures is a compilation of statements of policies and procedures adopted by the Rotarians in District 7710 to guide the operation of District 7710 by the district leadership and district committees.

The District Governor who serves the year immediately following the Council on Legislation shall form a committee to review the District Manual of Procedures to ensure the manual meets changes made at the Council on Legislation and changes in the operation of District 7710.

Any changes to the District Manual of Procedures shall be reviewed and approved by vote of club presidents (by mail or a district event) prior to implementation. Documentation of the date of changes shall be included in the appropriate sections or when the Manual of Procedures is revised.

### **District Governor**

**STATUS:** He/She is an officer of Rotary International, nominated by the district to serve first as District Governor-elect and then elected at the Rotary International Convention just prior to the year of service. He/She has sole responsibility to Rotary International for administration of Rotary programs within the district. He/She is authorized to utilize advisory groups to assist with district activities. He/She serves as Chair of the District Council.

**QUALIFICATIONS:** Must be a member, other than honorary member, in good standing of a club in the district by which he/she is nominated; must have been a Rotarian at least seven years; must have been a full-term club president; must attend the entire International Assembly just prior to the year of service; should attend the Zone Institute prior to the year of service. Should have experience as a member of District Council; should have depth of knowledge about Rotary, its purposes and rules; should have business or professional work so well organized that he/she can give the time necessary to carry out his/her Rotary work; and must meet any qualifications established by Rotary International. (See Rotary International Bylaws, Article XIII)

#### **DUTIES INCLUDE:**

- Further the object of Rotary as directed by Rotary International.
- Promote good will among the clubs and between the clubs and Rotary International.
- Supervise the organization of new clubs.
- Strengthen the existing clubs.

- Plan, develop, and preside at the District Conference.
- Ascertain that the Spring District Assembly and Membership Seminar is planned and conducted under the guidance of the District Governor-elect in a manner that will enhance the growth and service of Rotary.
- Make an official visit to every club in the district as early in the year as possible.
- Issue monthly newsletters to each club in the district.
- Make required reports in a timely manner to Rotary International, including the notification of the death of past officers of Rotary International residing in District 7710.
- Replace appointed officers, committee chairs, and committee members who are unable to carry out their responsibilities.
- Replace elected district officials who are unable to carry out their responsibilities.
- Assist his/her successor with assumption of responsibilities.
- Transfer continuing district files to his/her successor.
- Perform other duties inherent in the responsibility as an officer of Rotary International in the district.

### **District Governor-elect**

**STATUS:** Selected by the clubs of the district to be nominated the following year as District Governor. He/She serves one full year as District Governor-elect before beginning the year as District Governor. The outgoing District Governor presents the nomination to Rotary International. He/She is not an officer of Rotary International, but must attend the International Assembly at the expense of Rotary International in preparation for the year as District Governor. (See Rotary International Bylaws, Article XIII)

**QUALIFICATIONS:** Must be a member in good standing of a club in the district by which he/she is nominated; must have been a Rotarian at least seven years; must have been a full-term club president; must be aware of the qualifications and duties of a District Governor and determine that he/she is qualified for that office; must agree to attend the entire International Assembly just prior to assuming office of District Governor. Should attend the Zone Institute prior to serving as District Governor. Should have experience as a member of the District Council; should have depth of knowledge about Rotary, its purposes, and rules; should have his/her business or professional work so well organized that he/she can give the time necessary to carry out his/her Rotary work; and must meet any other qualifications established by Rotary International.

#### **DUTIES INCLUDE:**

- Attend all District Council Meetings.
- Participate in the multi-district Presidents-Elect Training Seminar.
- Confirm location and date for the District Conference.
- Plan and organize the program for the Spring District Assembly and Membership Seminar.
- In conjunction with the Finance Committee, develop a budget for the coming Rotary year.
- Attend International Assembly and Zone Institute prior to assuming office of District Governor.
- Plan for the term as District Governor and be prepared for the beginning of all planned activities and committee functions immediately upon assuming that office.
- Assist District Governor as requested.

### **District Governor-nominee**

**STATUS:** Selected by the clubs of the district to be nominated the following year as District Governor-elect. He/She serves one full year as District Governor-nominee before beginning the year as District Governor-elect. (See Rotary International Bylaws, Article XIII)

**QUALIFICATIONS:** Must be a member in good standing of a club in the district by which he/she is nominated; must have been a Rotarian at least six years; must have been a full-term club president; must be aware of the qualifications and duties of a District Governor and determine that he/she is qualified for that office; must agree to attend the entire International Assembly just prior to assuming office of District Governor; must attend the Zone Institute prior to serving as District Governor-elect; should have experience as a member of the District Council; should have depth of knowledge about Rotary, its purposes, and rules; should have his/her business or professional

work so well organized that he/she can give the time necessary to carry out his/her Rotary work; and must meet any other qualifications established by Rotary International.

**DUTIES INCLUDE:**

- Attend all District Council Meetings.
- Participate in the multi-district Presidents-Elect Training Seminar.
- Attend International Assembly and Zone Institute prior to assuming office of District Governor.
- Plan for the term as District Governor and be prepared for the beginning of all planned activities and committee functions immediately upon assuming that office.
- Assist District Governor as requested.

**SELECTION PROCEDURE:** The procedures for selection shall comply with Rotary International Bylaws, Article XIII, Section 5f, which shall be used for guidance and which shall control in the event of any conflict with these provisions.

The Nominating Committee distributes to clubs by September 1 a statement of qualifications for offices and asks for nominations for District Governor-nominee. The Nominating Committee must receive nominations by October 1.

The Nominating Committee reviews all nominations and may seek additional candidates. The Nominating Committee meets between October 1 and November 1 and then reports its selected candidate to the District Governor.

The clubs are notified of the name and qualifications of the candidate by November 15. Any club wishing to propose an alternate candidate shall file with the District Governor a resolution naming the candidate (whose name shall have been previously submitted to the Nominating Committee prior to October 1) and certifying that he/she meets the qualifications established by Rotary International.

If no alternate candidate is proposed by December 1, the candidate of the Nominating Committee shall be declared the District Governor-nominee for the next Rotary year. If one or more alternate candidates are proposed, the nominee shall be elected by mail ballot of the clubs following procedures in the Rotary International Manual of Procedure. Election will be a plurality of clubs voting. Promotion of a candidate shall adhere to the Rotary International Manual of Procedure.

## **District Council**

**STATUS:** The Council is organized to assist the District Governor with his/her responsibilities. It exists to provide assistance to Rotary clubs and Rotarians on Rotary matters that are district-wide in nature and to encourage all Rotarians to strive for greater service.

**MEMBERSHIP:** The Council shall consist of the District Governor, the Governor-elect, the Governor-nominee, the Immediate Past Governor residing in the district, the President of the College of Governors, the District Secretary, the District Treasurer, each of the Assistant Governors elected by the district, and the District Rotary Foundation Chair. Nomination and election of Council members shall follow the schedule and procedures established for the Governor Nominee.

**Duties include:**

- Endorse the budget for the District that will include the regular district functions, reimbursement for district officials, and compensation to the District Governor, District Governor-elect, and District Governor-nominee for necessary expenses not reimbursed by Rotary International.
- Periodically review expenditures and receipts and make appropriate adjustments to the budget.
- Assist the District Governor with any activities requested.
- Promote the Spring District Assembly & Membership Seminar, District Conference, and other district meetings.

## **District Secretary**

**STATUS:** Nomination and election of the Secretary shall be by mail ballot following the schedule and procedures established for selection of the District Governor-nominee. He/She is a member of the District Council.

**QUALIFICATIONS:** Should have a basic knowledge of computer programs (e.g. Word, Excel) and ability to work online. Preference will be given to candidates who have served as a club president.

**TERM:** One year, with maximum of three consecutive years.

### **DUTIES INCLUDE:**

- Report to the District Governor upon request and to the District Council at each of its meetings.
- Oversee and reviews all district attendance reports.
- Oversee arrangements for district meetings, including preparations of agenda, notification to participants, and recording and distributing minutes of each meeting.

## **District Treasurer**

**STATUS:** Nomination and election of the Treasurer shall be by mail ballot following the schedule and procedures established for selection of the District Governor-nominee. He/She is a member of the District Council and District Finance Committee.

**QUALIFICATIONS:** Must have some knowledge of finance and accounting and preferably a knowledge of the District's procedures. Must be bonded. Preference will be given to candidates who have served as a club president.

**TERM:** One year, with maximum of three consecutive years.

### **DUTIES INCLUDE:**

- Receive and deposit dues and fees.
- Maintain bookkeeping function of all accounts.
- Report to District Council the financial status of district.
- Manage timely audit at year's end.
- Provide training for club treasurers.
- Maintain complete financial records for the district..
- Attend each meeting of the District Finance Committee.
- Make payments in accordance with budget authorization and expenditures approved by the Finance Committee or District Council and maintains supporting records for audit purposes.
- Communicate with clubs of the district regarding the collection of the per capita contribution for district activities, and reports to the District Governor and District Council on the progress of such collections.
- Prepare IRS Forms as required.

## **Assistant District Governors**

**STATUS:** Nominated and elected by the district for a two-year term. Election of Assistant District Governors shall be by mail ballot following the schedule and procedures established for selection of the District Governor. Each of the Assistant District Governors shall be given a specific responsibility by the District Governor.

**QUALIFICATIONS:** Should have been active in a club and served a full-term as club president. Should have been active in the district, preferably as a committee chair. Within 4 years of this amended Manual of Procedures being adopted by the District, preference should be given to nominated candidates who have completed 2 levels of the Zone Rotary Leadership Institute.

**TERM:** Two years. Eligible for one additional term.

**DUTIES INCLUDE:**

- Attend the Assistant Governors' training session for the district prior to the start of each year he/she serves.
- Attend the Multi-District Presidents-Elect Training Seminar prior to the start of each year he/she serves; the District mid-year and the District Spring Assembly and Membership Seminar, the District Rotary Foundation Seminar; District Conference; bi-monthly District Council meetings.
- Advise the Governor-elect on district committee selections.
- Representing the Governor-elect, he/she will meet with each club president and board of directors to review the Summary of Club Plans and Objectives prior to July 1<sup>st</sup>.
- Will be responsible for making a written report to the Governor-elect on the status of the club (including the completed goals and objectives report) prior to July 1<sup>st</sup>.
- Will make regularly scheduled visits to each club in the region during the Rotary year.
- Attend the official visit of the District Governor to each club.
- Encourage clubs to follow through on requests and recommendations of the District Governor.
- Promote attendance at the district conference and other district meetings.
- Monitor each club's performance with respect to service projects, annual giving, membership development and participation in programs of the Rotary Foundation and make quarterly written reports to the District Governor.
- Keep in regular contact with each club president (offering assistance if needed) and report to District Governor.
- Assist the District Governor and District Secretary in preparing for and conducting the mid-year and spring assemblies and any other district events as requested.
- Serve as a member of the Club Membership and Retention Committee.

**REGIONAL ASSIGNMENT OF CLUBS:**

Region 1: Henderson, Oxford, Roxboro, South Granville County, and Warrenton

Region 2: Louisburg, Wake Forest, Wendell, and Zebulon

Region 3: Central Johnston County, Dunn, Dunn-Erwin, Lillington, and Smithfield

Region 4: Angier, Apex, Clayton, Fuquay-Varina, Garner, and Garner Mid-day

Region 5: Cary, Cary Central, Cary-Kildaire, Cary-MacGregor, Cary-Page, Morrisville, and Holly Springs.

Region 6: Capital City, Crabtree, North Raleigh, Raleigh, and West Raleigh

Region 7: Durham, Durham Sunrise, North Durham, Research Triangle Park, and Southwest Durham

Region 8: Chapel Hill, Chapel Hill-Carrboro Sunrise, East Chapel Hill, and Hillsborough

**College of Governors**

**STATUS:** Serves as an advisory group upon request of the District Governor, the clubs, and district officials. The president of the College of Governors is a member of the District Council.

**QUALIFICATIONS:** Membership is limited to officers of Rotary International and former District Governors who reside within the territorial boundaries of the district and who retain membership in one of the district clubs.

**DUTIES INCLUDE:**

- Promote fellowship among Rotarians.
- Encourage attendance at district activities.
- Promote continuing education of Rotarians regarding changes in Rotary rules and regulations.
- Provide assistance as requested by the District Governor.
- Hold a minimum of three meetings a year of which one should be scheduled to allow the District Governor-elect to report on the proceedings of the International Assembly.

**Operations Committee**

**STATUS:** Serves as an executive committee to facilitate continuity, communication and planning for the operation of District 7710.

**MEMBERSHIP:** The District Governor, District Governor-elect and District Governor-nominee.

**DUTIES INCLUDE:**

- Meet on a regular basis to discuss the operating status of the district.
- Make appointments of the best qualified Rotarians to serve in committee positions

**PART TWO: COMMITTEES****GENERAL INFORMATION ON ALL COMMITTEES:**

- The District Governor, in consultation with the District Governor-elect and District Governor-nominee (Operations Committee) selects the chairs and members of all District 7710 committees.
- The committee chair will serve a one-year term unless otherwise indicated. All committees will be composed of three members unless otherwise indicated.
- Committee members will serve a 3-year term with 1/3 of each committee rotating off the committee each year. If a committee member needs to be replaced during their term, the replacement committee member will serve the remainder of that committee member's term.
- Committee chairs may be asked to make recommendations for committee members.
- Appointments shall be consistent with the policies set out in the District 7710 Manual of Procedures.
- All committees of District 7710 meet at the call of the chair or the District Governor. Committees should meet at least twice per year and more often if necessary.
- Committee chairs are responsible for maintaining written records of committee activities, meeting summaries or other pertinent information.
- Rotary International provides no financial assistance for district committee meetings. All costs are borne by the participants or by District 7710.

**Awards**

**MEMBERSHIP:** Three members, to include the District Governor-nominee, each serving a three-year term.

**DUTIES INCLUDE:**

- Review with the District Governor the awards to be presented at the close of the Governor's term and, if necessary, revise criteria, deadlines and forms needed for each award to be given.
- Compile all awards data received from clubs and other sources for district awards program.
- Obtain the awards needed from vendors.
- Assist the District Governor in presentation of these awards at a district-wide function prior to the end of the Governor's term of office.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

**Club Extension**

**MEMBERSHIP:** Three members, each serving a three-year term. The chair is to be a Past District Governor or a Past Assistant District Governor.

**DUTIES INCLUDE:**

- Assist the District Governor in developing and chartering new clubs.
- Seek and propose locations for new clubs.
- Assist new clubs during their first two years of operation.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

**Club Membership & Retention**

**MEMBERSHIP:** The Assistant District Governors will serve as the members of this committee.

**DUTIES INCLUDE:**

- Encourage clubs to pursue quality membership growth.
- Assist clubs in creating and carrying out membership development and retention plans.
- Provide resource materials to clubs.
- Monitor membership trends in the district.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

**Nominations**

**MEMBERSHIP:** The Nominations Committee shall be comprised of the District Governor, District Governor-elect, District Governor-nominee and the two most immediate Past District Governors. The chairman of this committee will be the Immediate Past District Governor.

**DUTIES INCLUDE:**

- Solicit candidates for district offices.
- Review candidate qualifications and conduct interviews for candidates for District Governor-nominee.
- Report a slate of candidates to the District Governor.
- Send a report of nominees for district office to the President and Secretary of each club in the district.
- Report a slate of district office-nominees to the attendees at the mid-year assembly for selection at that time.
- Encourage District 7710 candidates for Zone and RI appointments.

**District Trainer**

**MEMBERSHIP:** Individual appointed by the Governor for a one-year term with up to a three-year maximum.

**DUTIES INCLUDE:**

- Assist the District Governor and District Governor-elect in planning or conducting the Spring District Assembly and Membership Seminar, District Mid-year Assembly, and other district events as requested by the District Governor.
- Identify and assist in training of potential district leaders.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

**Family of Rotary**

**MEMBERSHIP:** Three members, each serving a three-year term.

**DUTIES INCLUDE:**

- Support clubs in forming Family of Rotary Committees to visit sick Rotarians in their homes and ensure any needs are met; promote diversity of membership in clubs; encourage spouses, children, and parents of Rotarians to participate in service projects; encourage spouses and adult children of Rotarians to join Rotary; maintain relationships with the family of deceased Rotarians and spouses; support the family of deceased Rotarians in their times of need; encourage the family of deceased Rotarians to continue their involvement with Rotary.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

**Public Relations**

**MEMBERSHIP:** Individual appointed by the Governor for a one-year term with up to a three-year maximum.

**DUTIES INCLUDE:**

- Provide information and assistance to Rotary clubs in increasing media coverage.
- Promote club public relations efforts at the District Conference.
- Assist the District Governor in publicizing district events.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **Rotary Leadership Institute**

MEMBERSHIP: Three members, each serving a three-year term.

DUTIES INCLUDE:

- Promote attendance at Rotary Leadership Institute sessions as a means of educating club members prior to their elevation to positions of leadership in the clubs of the district.
- Assist club leaders in selecting potential club leaders and in arranging for RLI registration for these potential leaders.
- Work with the Zone 33 Rotary Leadership Institute Committee to make arrangements for RLI sessions scheduled in District 7710 and neighboring districts.
- Recruit qualified faculty for RLI events from the graduates of the RLI program, from the district's clubs and from district leadership.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **District Web Site**

MEMBERSHIP: Individual appointed by the Governor for a one-year term with up to a three-year maximum.

DUTIES INCLUDE:

- Keep the district web site current and updated.
- Work with the Governor, and others designated, to make the district web site attractive and informative of the District's goals.
- Assist local clubs with their web sites as requested by the individual club.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **District Conference**

MEMBERSHIP: Six to nine members, each serving a one-year term. Generally, the District Governor-elect and the next year's conference chair also serve as members of the committee.

Duties include:

- Assist the District Governor with the details involved in conducting the district conference.
- Develop a budget and detailed operational plans for the conference.
- Negotiate the hotel arrangements, recruit speakers and entertainment.
- Promote and advertise the conference to the Rotarians in the district.
- Receive all resolutions for action by the conference.
- Prepare reports and other information for Rotary International & district records.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **Boys' and Girls' Home**

MEMBERSHIP: Three members, each serving a 3-year term.

DUTIES INCLUDE:

- Make at least one visit per year to the Rotary Cottage at Lake Waccamaw.
- Make a report to the clubs in the district on the needs of the youth residing in the home.
- Promote and coordinate an annual visit by the Rotarians in District 7710 to the Rotary Cottage.
- Monitor use of district donations made to the home.
- Coordinate district efforts with the statewide Rotary effort.
- Create and carry out, if at all possible, one district-wide service project on the campus of the Boys' and Girls' Home each year.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **Rotarians Against Hunger**

MEMBERSHIP: Three members, each serving a 3-year term.

#### DUTIES INCLUDE

- Provide information about the Rotarians Against Hunger program to each club on an annual basis.
- Coordinate speakers for each club requesting one on the subject of world hunger and how Rotary clubs and Rotarians can help alleviate this problem.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **“Take a Kid...” Events**

MEMBERSHIP: Each ‘event’ will have a coordinator who is an individual appointed by the Governor for a one-year term.

#### DUTIES INCLUDE:

- Coordinate and make necessary arrangements for each of the events.
- Work with any District club to support other such club projects within the District.

### **District Charitable Trust**

MEMBERSHIP: The District Governor, District Governor-elect, District Governor-nominee, Immediate Past District Governor, and two non-Past District Governor members currently active in the District, each elected for staggered two-year terms. Trustees may serve a maximum of four years in succession. The District Governor shall appoint the Chair of the Trustees.

#### DUTIES INCLUDE:

- Encourage contributions to the General Trust Fund.
- Monitor investment of the trust funds by the District Treasurer.
- Approve use of the interest earned by the fund.
- Interview and select recipients of the Charles and Margaret McCullers Scholarship from residents of the Boys and Girls Homes of North Carolina.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **Finance**

MEMBERSHIP: The District Treasurer, District Governor, District Governor-elect, District Governor-nominee, the two Immediate Past District Governor, and two Rotarians (non-Past District Governors) who will be appointed by the Governor. The chairman shall be the Immediate Past District Governor, once removed.

#### DUTIES INCLUDE:

- Assist the District Governor-elect in preparing a budget.
- Consider any requests for disbursements not included in the budget.
- Assure that the appropriate District officials are bonded.
- Assist the Treasurer in review and preparation for the annual audit.
- Meet with the Treasurer in January to review the first six-month’s activity.
- Provide suggestions to the Treasurer on financial procedures.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **District Historian**

MEMBERSHIP: Individual appointed by the Governor for a one-year term with up to a three-year maximum.

**DUTIES INCLUDE:**

- Collect material of historical value from the District officers.
- Prepare a record of District activities.
- Organize appropriate records in the Duke University Library repository.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

**Rotary Fellowships**

MEMBERSHIP: Three members, each serving a three-year term.

**DUTIES INCLUDE:**

- Promote membership in Rotary Fellowships to Rotarians in the district
- Submit a written annual report to the District Council to be presented at the June Council meeting.

**Luther Hodges Ethics**

MEMBERSHIP: Three members, each serving a three-year term.

**DUTIES INCLUDE:**

- Emphasize the need for high ethical standards in education, business, government, community, and family life.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

**Four-way Test**

MEMBERSHIP: Three members, each serving a three-year term.

**DUTIES INCLUDE:**

- Encourage local clubs to promote the Four-Way Test program in their local elementary schools through participation in programs such as Four Way Test presentations to classes, Four-way Test coloring contests, poster contests, etc.
- Encourage clubs to promote the Four-Way Test program in their local middle schools by arranging and providing presentations by local Rotarians and Four-way Test essay contests.
- Plan and coordinate a District-sponsored Luther Hodges Four-Way Test Essay Contest at the middle school level.
- Coordinate with Interact Clubs to promote the Four-way Test in High Schools (e.g. guest speakers for Interact Clubs or for selected classes, essay contests, poster contests, etc.)
- Submit a written annual report to the District Council to be presented at the June Council meeting.

**The Donald B. Hayman Rotarians Against Drugs Speech Contest**

MEMBERSHIP: Three members, each serving a three-year term

**DUTIES INCLUDE:**

- Promote participation by clubs in the District's Donald B. Hayman Rotarians Against Drugs Speech Contest.
- Provide judges for the contest and assure recognition of the district winners.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

**Interact Clubs**

MEMBERSHIP: Three members, each serving a three-year term. Preference should be given to members from clubs that sponsor an Interact club.

**DUTIES INCLUDE:**

- Assist the District Governor in chartering new Interact clubs.

- Seek and propose locations for new clubs.
- Assist Rotary clubs that sponsor clubs.
- Monitor activities of existing clubs in the district.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **Rotaract Clubs**

MEMBERSHIP: Three members, each serving a three-year term. Preference should be given to members from clubs that sponsor a Rotaract club.

DUTIES INCLUDE:

- Assist Rotary clubs that sponsor Rotaract clubs.
- Seek and propose locations for new clubs.
- Assist the District Governor in chartering new clubs.
- Monitor the activities of existing clubs in the district.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **Rotary Youth Leadership Award**

MEMBERSHIP: A minimum of six members, each serving a three-year term.

DUTIES INCLUDE:

- Plan and conduct the RYLA Conference to recognize outstanding high school juniors.
- Promote attendance by at least two delegates from each club in the district.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **Youth Exchange**

MEMBERSHIP: Three members, each serving a three-year term.

DUTIES INCLUDE:

- Work with District clubs and the Eastern States Student Exchange (ESSEX) to locate and provide opportunities and support for local and foreign exchange students.
- Assist clubs in the screening and selection of students for the Youth Exchange Program.
- Follow up and ensure that clubs' commitments to the students and host families are met.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **Child Protection Officer**

MEMBERSHIP: An individual appointed by the District Governor. This person should serve no more than three consecutive years in this position.

DUTIES INCLUDE:

- Ensure that the District Sexual Harassment and Abuse Policy is being implemented as stated.
- Act as chair of the Sexual Abuse and Harassment Committee.

### **Sexual Abuse and Harassment**

MEMBERSHIP: Three members, each serving a three-year term. In addition, the Child Protection Officer, the District Governor, District Governor-elect, District Governor-nominee and the Youth Exchange Committee Chairman will serve on this committee.

DUTIES INCLUDE:

- Ensure that the District policy is implemented as written.

- Review and recommend changes to the Policy at least annually.

### **Friendship Exchange**

MEMBERSHIP: Three members, each serving a three-year term.

DUTIES INCLUDE:

- Promote the program to the clubs in the district.
- Coordinate itineraries for the participants.
- Maintain records on exchange participants and potential hosts for future exchanges.
- Communicate with the District Governor and the clubs in the District when developing Friendship Exchanges.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **World Community Service**

MEMBERSHIP: Three members, each serving a three-year term.

DUTIES INCLUDE:

- Promote the concept of world community service among clubs in the District.
- Identify and select a project(s) for district financial support.
- Submit a written annual report to the District Council.

### **Literacy**

MEMBERSHIP: Three members, each serving a three-year term.

DUTIES INCLUDE:

- Promote literacy worldwide through specific projects aimed at increasing the level of literacy (and its companion, numeracy).
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **The Rotary Foundation**

MEMBERSHIP: The Operations Committee will appoint the District Rotary Foundation Chair for a three-year term. The District Rotary Foundation Chairman must be a Past District Governor.

DUTIES INCLUDE:

- Train the Annual Programs Fund committee members.
- Assist all Foundation committee chairmen with all Foundation activities.
- Assist the District Governor in planning, coordinating, and evaluating all district Rotary Foundation activity.
- Schedule periodic meetings of the district subcommittee chairs to review progress.
- Plan and conduct the District Rotary Foundation seminar.
- Maintain ongoing contact with club Foundation chairs.
- Maintain ongoing contact with staff of The Rotary Foundation.
- Plan events to recognize Rotary Foundation support by individuals and clubs to include a Rotary Foundation Banquet or other district-wide event.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **Annual Programs Fund**

MEMBERSHIP: The chairman of this committee shall be the District Governor-nominee. There will be eight committee members, each representing a region of the District.

**DUTIES INCLUDE:**

- Promote annual giving to The Rotary Foundation by encouraging sustaining member status of all Rotarians.
- Plan for a Rotary Foundation presentation to all clubs in the District.
- Monitor the Annual Giving goals set by each Rotary club.
- Monitor district-giving trends.
- Oversee district activities for the Paul Harris Society.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

**Permanent Fund**

**MEMBERSHIP:** Three members, each serving a three-year term.

**DUTIES INCLUDE:**

- Using materials and training provided by The Rotary Foundation of Rotary International, develop selection criteria, strategies, and policies that will lead to the identification of prospective donors to the Permanent Fund.
- Solicit these prospective donors for gifts to The Rotary Foundation's Permanent Fund.
- Utilize, as needed, the staff of The Rotary Foundation.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

**Matching Grants**

**MEMBERSHIP:** Six members, each serving a three-year term. Preference will be given to a Past District Governor to serve as chairman.

**DUTIES INCLUDE:**

- Responsible for promoting and managing the Rotary Foundation Grants program (e.g. Matching Grants, District Simplified Grants, Health, Hunger and Humanity Grants (3H) and Volunteer Service Grants.
- The chairman of the committee will review draft and final applications to determine their readiness for further review by the committee.
- Projects deemed complete will be designated a priority for Grants Committee review and final committee action.
- Encourage clubs to participate in international service projects involving Matching Grants and other Rotary Foundation grants.
- Encourage Rotary Volunteer service activities.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

**SHARE**

**MEMBERSHIP:** Eleven members, each serving a one-year term. The members will be the District Governor, District Governor-elect, District Governor-nominee, Immediate Past District Governor, District Rotary Foundation Chairman and six members selected as follows: three members from the clubs in the previous Rotary year with the greatest total dollars in general contributions to the Annual Programs Fund and three members from the clubs in the previous Rotary year with the greatest per capita general contributions to the Annual Programs Fund. (One club may have two representatives among these six). The chair shall be the District Rotary Foundation Chairman.

**DUTIES INCLUDE:**

- Review the SHARE System Report and district planning and tracking sheets received from The Rotary Foundation in January to determine that amount matches the amount the District believes is the correct amount of SHARE.
- Review the decisions of recent SHARE committees.
- Determine how District Designated Funds will be used in the District two years hence.
- Notify the clubs as to how the money has been allocated.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **Rotary Foundation Alumni**

MEMBERSHIP: Three members, each serving a three-year term.

DUTIES INCLUDE:

- Maintain a database of all District 7710 Foundation alumni.
- Ensure that Outbound GSE team members and Ambassadorial Scholar recipients are added to the alumni list every year.
- Maintain annual contact with all District 7710 Foundation alumni.
- Promote and aid clubs in the utilization of Foundation alumni by local clubs.
- Submit all requested reports to The Rotary Foundation.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **Rotary Ambassadorial Scholar Selection**

MEMBERSHIP: A minimum of six members, each serving a three-year term.

DUTIES INCLUDE:

- Publicize the availability and deadlines for Rotary Foundation Ambassadorial Scholarships, both academic-year and 3-month cultural.
- Process the applications received from clubs.
- Interview all candidates at an in-person meeting.
- Provide information to the sponsor counselors of the nominee.
- Send selected applications to The Rotary Foundation prior to the deadline.
- Encourage sponsoring Rotarian (or a club representative) to attend the annual Outbound Ambassadorial Scholar/GSE Team Orientation.
- Provide names of scholars to district Alumni chair.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **Ambassadorial Scholar Hosts**

MEMBERSHIP: Individual appointed by the Governor to serve a one-year term.

DUTIES INCLUDE:

- Recruit counselors for Rotary Foundation Ambassadorial Scholars studying in District 7710.
- Provide information to The Rotary Foundation staff on host counselors.
- Assist counselors with any problems that may occur.
- Coordinate a welcoming reception for the scholars in the fall and a farewell reception in the spring.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **Regional Outbound Ambassadorial Scholar/GSE Team Orientation**

MEMBERSHIP: Three members, each serving a three-year term.

DUTIES INCLUDE:

- Plan and conduct a regional orientation seminar for outbound Rotary Foundation Ambassadorial Scholars and GSE Teams.
- Promote the orientation to the districts in Zone 33.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **Group Study Exchange Program**

The Operations Committee will be responsible for coordinating both the outgoing and incoming GSE Team committees.

### **Group Study Exchange - Inbound**

MEMBERSHIP: In addition to an individual appointed by the District Governor to serve as chair, this committee will have eight members, each representing a region in the district.

#### DUTIES INCLUDE:

- Assist the District Governor and the District Governor-elect with all planning for the visiting team.
- Correspond with the visiting team leader prior to arrival.
- Plan the itinerary for the visiting team.
- Arrange transportation, housing, club visits, sightseeing, farewell party, and other logistics for the team.
- Submit a draft itinerary to The Rotary Foundation and to the sending district at least 90 days prior to the team's arrival.
- Submit the FINAL itinerary 60 days prior to the team's arrival.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **Group Study Exchange – Outbound**

MEMBERSHIP: Three members, each serving a three-year term. Preference will be given to the former GSE Team leader to serve as chair.

#### DUTIES INCLUDE:

- Publicize the availability and deadline dates of the GSE program.
- Process the applications received from clubs.
- Interview and recommend to the District Governor a GSE team leader. Once the leader has been selected and approved by the Operations Committee, the newly selected team leader will participate in the selection of the outbound team.
- Communicate early and often with the subcommittee chair of the paired district.
- Assist the GSE team leader with training of team.
- Provide names of GSE team members to district Alumni chair.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **District Rotary World Peace Fellowship Subcommittee**

MEMBERSHIP: Three members, each serving a three-year term. In addition, serving on this committee will be the District Governor, District Governor-elect, District Governor-nominee, Immediate Past District Governor and the District Rotary Foundation Chairman.

#### DUTIES INCLUDE:

- Notify clubs of the Rotary World Peace Fellowship opportunity and distribute application materials.
- Interview club-endorsed applicants and recommend one applicant per year to the World Selection Committee, ensuring that all material is received at The Rotary Foundation by the deadline.
- Maintain contact with recipients during the study period.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

### **Rotary Centers Host Area Coordinator**

MEMBERSHIP: This is an individual appointed by the Trustee Chairman of The Rotary Foundation in consultation with the District Governor and the Regional Rotary Foundation Coordinator.

**DUTIES INCLUDE:**

- Promote the program to Host Area clubs and districts, providing opportunities for involvement as appropriate.
- Appoint a Rotarian Host Counselor for each inbound Rotary World Peace Fellow.
- Coordinate requests from clubs and districts to invite Rotary World Peace Fellows to attend or speak at Rotary events.
- Support the Rotary Center Director, as appropriate, in meeting program needs that can be enhanced by local Rotary participation.
- Maintain open and direction communication between the university and the Host Area Rotarians and maintain regular communication with the Regional Rotary Foundation Coordinator and the Rotary World Headquarters to receive and provide program updates.
- Assist in program evaluation, as directed by the Rotary Centers Committee, if necessary.
- Coordinate an orientation session with the Rotary Center.
- Provide an orientation for Host Counselors.
- Promote Rotarian participation at the Rotary Center Annual Seminar.
- Submit a written annual report to the District Council to be presented at the June Council meeting.

**PART THREE: MEETINGS****District Council**

The District Council is expected to meet regularly on a bi-monthly basis. Decisions of the Council may be made by mail ballot with signed ballots.

Members of the Council are expected to notify the Secretary/Treasurer or District Governor when absence from a meeting is unavoidable, and a Council member is expected to resign if he/she cannot meet reasonable attendance standards.

The District Governor shall serve as Chair of the Council; the Immediate Past District Governor shall serve as Vice Chair and preside in the absence of the District Governor.

The Treasurer shall make a report of the financial condition of the district treasury including a report of receipts and expenditures at each meeting of the Council. The Secretary shall record all actions taken and shall mail a copy of the minutes of each meeting to all Council members within two weeks after the meeting.

**Spring District Assembly and Membership Seminar**

The objective of the Spring District Assembly and Membership Seminar is to provide instruction in administrative duties, to impart Rotary knowledge, and to inspire incoming club presidents, secretaries and other leaders. Official items of business requiring a club vote (such as the annual budget) are also presented.

Rotary International recommends that each club adopt a policy of requiring incoming presidents and secretaries to attend the Spring District Assembly and Membership Seminar. The standard Rotary International club constitution requires that the incoming club president attend or send his/her representative. Clubs are encouraged to reimburse their attendees for expenses incurred.

Traditionally, the time for this meeting is between the time the District Governor-elect has attended the International Assembly and the beginning of the new leader's year of service and at a time that does not conflict with the International Convention. This meeting should be held in May.

The District Governor, with the advice and consent of the District Governor-elect, sets the location and date of the meeting. While the District Governor is responsible for all activities during his/her term of office, the District Governor-elect is expected to lead this meeting.

## **District Conference**

The annual meeting of Rotarians of District 7710 is the District Conference. All Rotarians and their partners are urged to attend. The program features highlights of the year, inspirational messages relating to Rotary, and a great opportunity for fellowship. In addition, the conference provides an opportunity for clubs to share their achievements, for members to share their ideas, and for everyone to gain from the programs presented.

The District Governor-elect, with the advice and counsel of the District Governor, selects the time and place for the District Conference to be held during his/her term as District Governor. Traditionally, the conference has been held the first weekend in November, although more recently it has been held in the spring. The date cannot conflict with the Zone Institute or the Rotary International Convention.

The District Governor has the responsibility for planning the Conference held during his/her term of office, including events and the number of meetings and the duration of the Conference. Traditionally, the District Conference has begun at noon on Friday and ended at noon on Sunday.

The first meeting of the District Conference Committee should be held approximately 18 months in advance of the conference for which the committee chair is responsible. The District Governor-elect should select the committee chair as soon as possible after his/her selection. The first meeting should include the chair, the District Governor-elect, and Rotarians from several clubs in the district. Their principal objective will be to select a conference location and preferred dates. Then, a tentative "booking" should be made with the conference facility. Often, popular facilities are booked more than two years in advance for conventions. At this same meeting, a tentative planning schedule by date should be developed.

At the next meeting, the committee should select subcommittee chairs and adopt a tentative budget. This meeting should be held at the District Conference preceding the one for which the committee members will be responsible. At that time, each committee member can have an opportunity to observe someone else carrying out the responsibilities he/she will have. It would be desirable for members of the committee to assist with one District Conference prior to having responsibility as subcommittee chairs.

## **District Mid-Year Assembly**

The objectives of the District Mid-Year Assembly are: to promote the district's goals and objectives at this, the mid-point in the Rotary year; to provide assistance to clubs' members participating in district projects such as The Four-Way Test, Drug Prevention Abuse Speech Contest, fostering Interact Clubs, etc; to provide for a second meeting between the District Governor and the club presidents; to provide for a first meeting between the District Governor-elect and the clubs' presidents-elect.

This meeting should be held in mid to late January. The District Governor sets the location and date of the meeting. Clubs are encouraged to reimburse their attendees for expenses incurred.

## **District Rotary Foundation Seminar**

The objective of the Rotary Foundation Seminar is to inform and inspire the participation of all of the clubs' members in the goals and objectives of The Rotary Foundation. Generally, all of the sub-committees are represented on the program (as appropriate) and former Rotary Foundation Scholars and Group Study Exchange Team members are among the presenters.

The District Rotary Foundation Seminar should be held in September. The District Rotary Foundation Chair sets the location and date of the meeting. Clubs are encouraged to reimburse their attendees for expenses incurred.

## **District Team Training**

The objective of this training session is to allow the District Governor-elect to present the annual theme; discuss district administration; roles and responsibilities of Assistant District Governors, District Committee Chairs and

District Committee Members; how to work with the clubs; plans for the year and communication during his/her year as Governor.

This training seminar should be conducted in April (after PETS) and attended by Assistant District Governors, district committee chairs and district committee members.

## **PART FOUR: FINANCE**

### **Preparation of Budget**

The Finance Committee has the responsibility for preparation of a proposed budget. In advance of each Rotary year, this committee, with the Immediate Past District Governor, once removed, as chair, will meet with the District Governor-elect to discuss proposals for income and expenditures in light of the past and present budgets and experiences. The District Governor-elect shall be responsible for making a presentation of his/her objectives and for submitting any expenditure requests that vary significantly from traditional expenditures.

Rotary International allocates an amount of money each year to the District Governor to cover reimbursement of reasonable and necessary expenses, and, upon his/her application, additional expense reimbursements incurred in connection with the organization of new clubs and the presentation of charters. Rotary International reimburses each District Governor-elect for his/her reasonable and necessary expenses in attending the International Assembly.

Upon receipt of the budget advance from Rotary International, the District Governor shall forward the advance to the district's Treasurer. The Finance Committee may include in the budget, to the extent possible, any expenses of the District Governor-elect and the District Governor, Council members, and other District 7710 officials when such expenses are reasonable and necessary to carry out the activities for which they are responsible.

The District Governor-elect shall be encouraged to select his/her committee chairs prior to the time for preparation of a budget for his/her years, in order that the District Governor-elect might consider any special budget needs of their committees.

Certain expenses that are typically incurred at the District Conference shall be included in the annual budget for the district and not the conference. These shall include gifts to the District Governor and his/her partner and gifts to the Rotary International President's Representative and other guests of the district at its annual meeting. Some allocation of district funds shall be made to cover the costs of the District Conference in order to minimize the expense for participating Rotarians and encourage attendance. Expenses of Foundation Scholars and GSE Team members who attend the conference should be considered.

### **Adoption of Budget**

The District Governor shall mail the budget proposed by the Finance Committee to all club presidents-elect at least thirty (30) days before the District Spring Assembly and Membership Seminar or District Conference. A budget shall be adopted by approval of two-thirds of the clubs present and voting at the District Assembly; for this purpose, each club in the district shall have one vote.

### **Receipts and Disbursements**

The income of District 7710 is derived primarily from contributions of the clubs of the district made on a per capita basis. It is the responsibility of the Treasurer to notify each club of the contribution required and to collect such funds as soon as possible.

The Treasurer, in an account or accounts approved by the Finance Committee, shall deposit all money received. The Treasurer shall be bonded in an amount at least as great as the amount of income projected by the budget and the amount carried forward in the treasury. A blanket bond shall be obtained to cover others receiving district funds.

The District Governor may authorize disbursements to chairs of committees in advance of expenditures upon the adoption of proper safeguards and the designation of the individual who will be responsible for accounting for such funds.

The Treasurer or, in the event of his/her disability, the District Governor, shall be authorized to disburse funds by check for budgeted items. No expenditures shall be made for any purpose in excess of the budget amount without the approval of the Finance Committee prior to the making of the expenditure. Each budget expenditure is stated as a maximum amount. Those responsible for incurring such expenses are encouraged to spend only amounts that are reasonable and necessary in conducting the activities of the District.

## **Audit**

The Treasurer shall maintain a cashbook, journal, and general ledger in which he/she shall record the receipts and disbursements. He/She shall keep as supporting evidence all deposit slips, bank statements, canceled checks, expense vouchers, requests for payment, and paid invoices, together with all correspondence relative to the district finances until the completion of the annual audit.

The Finance Committee shall select an auditor, and an audit of the annual activities of the treasury shall be conducted. The audit shall contain a financial report that includes a comparison of receipts and disbursements with the approved budget for the year. Upon completion of the audit, all treasury records shall be placed in the custody of the district treasurer and shall be retained for a period of five years. Supporting records and documents need not be maintained for a longer period, but the audit records shall be maintained indefinitely as part of the district records and shall be placed in district archives. The Duke University Library has agreed to accept responsibility for District 7710 records.

## **PART SIX: HISTORY AND TRADITIONS OF ROTARY IN DISTRICT 7710**

### **Traditions of District 7710**

At the Installation of the next District Governor, the current District Governor may receive a diamond lapel pin and a contribution toward a Paul Harris award or a gift. The spouse of the District Governor also may receive a gift from the District.

When the District Governor-elect attends the Rotary International convention at which he/she is elected, the District should budget an amount to pay for or apply toward his/her and his/her spouse's expenses.

Money received by the district treasury has been deposited in banks within the district. Investments in short term deposit certificates have been made, provided that the term of any deposit certificate should not extend past the end of the Rotary year by more than 90 days.

Financial support for operation of the Rotary Cottage at the Boys & Girls Home has been accomplished through appointment of a special committee to solicit funds from each club in the district for this purpose.

Selection of students to receive awards from the district should be based upon the residency of the student within this district. Students attending schools located in the district should make application through their home districts.

Candidates for club officers should be asked to accept the responsibility of attending the Spring District Assembly/Membership Seminar prior to assuming office as part of the responsibility of that office. Clubs should be encouraged to nominate and elect only candidates who will make such commitments. (The incoming President must attend or send his/her representative. Club Constitution, Article VI, Section 4)

Clubs should include in their budgets amounts sufficient to reimburse those who attend District assemblies. Clubs are also asked to include in their budgets an amount to be divided among members who attend the District Conference.

Clubs should include in their budgets amounts sufficient to reimburse the incoming President's expenses for attendance at the Presidents-Elect Training Seminar.

A memorial contribution is made each year by the College of Governors to The Rotary Foundation to commemorate the death of each Past District Governor of this district and each Past District Governor of another district who at the time of his/her death was a Rotarian in this district. The College of Governors establishes the amount of such contributions.

Prior to 1993-1994, District 7710 provided funding for foreign students to study at colleges and universities in the district and for district students to study in foreign countries. Each club contributed a per capita amount annually for this project, which is supplemental to Rotary International's similar program.

The District Council determines the reimbursements to be provided the following year from district funds to district officials for attendance at district functions and for engaging in district activities. The Finance Committee incorporates this information into the budget prepared for that year.

Committee chairs should be past presidents of clubs; Council members should have served as a club president and committee chairs. Rotarians nominated for District Governor should have served on the District Council or as chair of a major district committee.

### **Brief History of Rotary in District 7710**

On August 1, 1914, Rotary came to North Carolina when the Rotary Club of Raleigh received its charter as Club Number 124 of the International Association of Rotary Clubs. The Club owes its existence to the dedication of Rotarian George W. Harris, the noted photographer of Washington, D.C., who traveled to Raleigh on April 29, 1914, to meet with ten interested businessmen. He made the trip neither by a high-flying jet nor a smooth super-highway, but by railway, taking many hours of his time. During the week following his visit, five men were added to the original ten, making fifteen charter members of the first service club in the state and in the present area of District 7710.

George Harris did not rest on his laurels. On November 9, 1915, he was back in North Carolina, this time at Durham, where his enthusiasm led to the formation of the Rotary Club of Durham, chartered on January 1, 1916, as Club Number 196 helping produce a fifty-eight percent increase in the number of Rotary Clubs worldwide in a period of seventeen months.

As Rotary grew, there emerged the concept of Rotary Districts, each presided over by a District Governor. Commencing on July 1, 1915, Virginia, North Carolina, and South Carolina comprised Rotary District 4, the first District Governor being David P. Sites of Roanoke, Virginia. This geographic alignment lasted until June 30, 1922, when the increased density of Rotary Clubs made it necessary to subdivide the district into smaller segments. The first District Governor from what is now District 7710 was M. Eugene Newsom, of Durham, who served in 1924-1925. Gene Newsom went on to serve as the President of Rotary International in 1929-1930, the only native of the present District 7710 to be so honored. Much later (in 1967-1968), Luther Hodges, then living in Chapel Hill, also served as the President of Rotary International, so the district can claim two distinguished sons of Rotary.

The first district-wide effort of which we have a record occurred in 1943-1944, when Robert W. Madry was District Governor. Because of District Governor Bob's zeal, every Rotary Club in the district contributed to the Rotary Foundation, a statistic matched by no other American Rotary District during that year.

On October 6, 1950, a group of Rotarians met in Rocky Mount to formulate plans for a District Student Exchange Program. The clubs in the district accepted the plans and the first foreign student, Michel Berger, of Besancon, France, was enrolled at Atlantic Christian College for the year 1951-1952. Through the years, students from twenty-three different foreign countries have been awarded scholarships to study at colleges and universities in the district. On four occasions, funds have been used to send local students abroad for a year of study. About this same time, the Rotary Foundation began its program of awarding scholarships and fellowships to young men and young women for a year of study in a foreign country. The first recipient of a Foundation Award from this district was Mary B. Josey, sponsored by the Rotary Club of Tarboro, who studied at Reading, England, in 1951-1952. In the years that followed, many students sponsored by Rotary Clubs in the district have studied in foreign

countries. Not only has the district sent its young people abroad to study, but also due to the widely known educational centers in the district, it has received Rotary Foundation Scholars and Fellows from many parts of the Rotary world.

On July 25, 1965, ground was broken for the \$75,000 Rotary Cottage at the Boys & Girls Home at Lake Waccamaw. The cottage was completed and dedicated on May 1, 1966. Funds for this project were raised through a cooperative effort by the four Rotary districts in North Carolina. Each year the district encourages individual Rotarians and Rotary clubs to make generous contributions in support of the work of Boys & Girls Home.

The district has enthusiastically participated in the Group Study Exchange Program of the Rotary Foundation, starting in the spring of 1969, when a team visited District 265 in Australia. The team from District 265 visited District 7710 in the fall of 1969. Since that time, the following exchanges have taken place:

1971-1972 England [D-119]	1994-1995 Australia (New South Wales) [D-9650]
1976-1977 Korea [D-377]	1995-1996 Chile [D-4350]
1978-1979 Tasmania [D-983]	1996-1997 Denmark [D-1440]
1981-1982 India (Bangladesh & Nepal) [D-329]	1997-1998 Philippines [D-3850]
1983-1984 Finland [D-143]	1998-1999 Thailand [D-3330]
1984-1985 England [D-104]	1999-2000 Paraguay/Argentina [D-4840]
1985-1986 Japan [D-256]	2000-2001 Japan [D-2690]
1986-1987 South Africa [D-932]	2001-2002 Brazil [D-4640]
1987-1988 Netherlands [D-157]	2002-2003 [No Exchange due to world conflict]
1988-1989 Central America [D-424]	2003-2004 South Korea [D-3610]
1989-1990 Germany [D-185]	2004-2005 Barbados [D-7030]
1990-1991 India [D-313]	2005-2006 Brazil [D-4590]
1992-1993 Turkey [D-2420]	2006-2007 France [D-1750]
1993-1994 Brazil [D-4650]	

In the spring of 1974, the Rotary Club of the Research Triangle Park initiated a Student Intern Program at the Park. The industrial laboratories at the Park agreed to employ rising high school seniors for a six-week summer period. Because the program was available to all high schools in the district, District 7710 endorsed the program and provided some financial support for it. Between 1974 and 1991, more than 210 young people from towns and cities in District 7710 received “hands-on” experience in the non-academic world.

Initiated in 1982 and chartered in 1983, the District 7710 Foundation provided a new tool for Rotarians to serve their communities. The first major project provided \$7,000 for victims of a hurricane that struck communities in District 7710 during 1984. Today, the Foundation includes the Charles and Margaret McCullers Scholarship Fund for the Boys & Girls Home at Lake Waccamaw and another fund from which proceeds are used for maintenance of the Rotary Cottage at Boys & Girls Home.

In 1985, District 7710 conducted its first Rotary Youth Leadership Awards conference for high school students.

Beginning in 1984, District 7710 joined with three other districts to conduct a President’s-Elect Training Seminar (PETS). This event has now become known as Carolinas’ PETS and provides training to the incoming club presidents in all of the clubs in North Carolina and those in the western half of South Carolina.

During 2004-2006, Past District Governor G. Kenneth Morgan and his partner Winnie represented District 7710 on the Rotary International Board of Directors.

In the Centennial year (2004-05), the district centennial project was a book about the programs of RI, District history and brief club histories on all forty-two clubs in our District.