

**DISTRICT POLICY MANUAL  
ROTARY INTERNATIONAL DISTRICT 775**

**June 2022  
June 2021  
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Date	Change	Section(s) affected
12/1/2014	DG shall reimburse district for newsletter and AG training mileage from RI allocation; delete bonding requirement for district treasurer	8.2, 8.6
12/1/2014	Updated grants section to include district policy on district and global grants	16
12/1/2014	Removed East Spartanburg and Electric City Clubs; added E-Club of Carolinas	Appendix B
12/1/2014	Updated Council of Governor list and abbreviations	Appendix C, D
12/31/2014	District Nominating Committee shall also nominate district members for requested Zone 33 positions and select a District Vice-Governor	Page 5
5/3/2015	iPP of Club of the Year was removed from Finance Committee. Replaced by an additional PDG	Page 5
7/1/2015	Finance Committee – Treasurer authorized to write checks up to \$400 for already budgeted line items	Page 7
1/16/2020	Updated Club list	Appendix B
6/7/2021	<p>Added “Resolution to: “The District Representative to the Council on Legislation/<b>Resolution</b> to attend the Council meeting (three-year cycle.)”</p> <p>Added the word “District” to 8<sup>th</sup> bullet point and changed will to “may.”</p> <p>“For District events that are required for the District Governor, the District Governor Elect and the District Governor Nominee, for example Membership Summit, Pre-PETS, Installation Banquet and District Foundation – their registrations may be charged to their allotment so that funds will be transferred by the Treasurer.”</p> <p>2<sup>nd</sup> Paragraph: Deleted “the” after where and changed reimbursed to returned.</p> <p>“In the event where the expenses have been reimbursed in advance of an event, and the person subsequently doesn’t attend the event, those expenses would be <del>reimbursed</del> returned to the District unless it is beyond the control of the member, with the approval of the Finance Committee. Any change fees made for the convenience of the member will be paid for by the member.”</p>	8.2

	<p>Added “The Treasurer shall be bonded” to the last sentence of the first paragraph.</p> <p>Added “or the Finance Chair” to the second paragraph.</p> <p>Added: “All invoices and expenses must be submitted and paid in a timely manner.”</p>	8.5
06/22/2022	<p><b>Section 7.3.</b> All members of the Finance committee shall be voting member. (Strike because it contradicts first sentence: Tie votes shall be decided by the Chair.)</p> <p><b>Section 8.2.</b> (Bullet Point 7) Assistant Governors will have an allocation set annually by the District Finance Committee. In addition, funds will be allocated annually for the District Governor to use at his/her discretion to supplement the work of Assistant Governors. Funds may be used for mileage to club visits, mileage to District training events, working meal expenses with club leaders, and registration for District training events. Funds may not be used for The Rotary Foundation event or the All Club Conference.</p> <p>In order to ensure a smooth transition each year, new incoming Assistant Governors may apply for reimbursement according to the guidelines above prior to taking office. Such individuals are not eligible for the \$250 base allowance. Reimbursements will be approved at District Governor’s discretion. (Strike per new policy: Assistant District Governors may spend their stipend on mileage, meals for meetings with Club officers and registration for District events.)</p> <p>For events and District trainings that are required for the District Governor, the District Governor Elect, the District Governor Nominee, the District Membership Chair, and the District Rotary Foundation Chair, (for example Membership Summit, Pre-PETS, Installation Banquet and District Foundation) – their registrations may be charged to their allotment so that funds will be transferred by the Treasurer.</p>	

**Section 8.5. (Last Sentence).** All invoices and expenses must be (delete: submitted and paid in a timely manner.) (add) submitted within 60 days of the event, trip or meal, and paid in a timely manner. Invoices and expenses submitted after 60 days will not be reimbursed unless approved by the District Finance Committee. All year-end expenses must be submitted before June 30 unless an exception has been granted by the District Finance Committee because of extenuating circumstances.

**Section 8.9.** The Finance Committee in consultation with a Certified Public Accountant (CPA) or a professional with accounting and/or audit experience shall inspect the year-end financial statements of the District and:

## **Section 1: Introduction**

The purpose of the District Policy Manual is to regulate District procedures, to provide an orderly and useful system of maintaining records of District actions, and to guide the District Governor and clubs of the District. This District Policy Manual was approved at the Conference of District 7750 on May 15, 2011. The District Policy Manual incorporates by reference the *Manual of Procedure, the Official Directory, and the Rotary Code of Policy* (as published by Rotary International), and mandatory provisions of *these documents* take precedence over provisions of the District Policy Manual.

Additional references and guidelines for duties, instruction, training and implementation shall come from other Rotary Handbooks, manuals, pamphlets, guidelines, and resources as pertain to specific offices and committees.

District and club officers are encouraged to utilize the full power of electronic media, including video, slide shows, e-mail, the internet, and CDs in supplementing the bylaws.

A Rotary district is a geographical area in which Rotary clubs are combined for RI administrative purposes. The activities and organization of a Rotary district shall exist solely to help the individual Rotary club advance the Object of Rotary and should not tend to diminish services provided by Rotary clubs and individual Rotarians on the local level.

## **Section 2: District Governor**

**Section 2.1.** The District Governor is an officer of Rotary International. The District Governor's term of office begins on July 1st and continues for one year or until a successor has been elected or appointed. Candidates for district governor may be nominated by the clubs in the district. The Nominating Committee for District Governor selects the Nominee and the Nominee is elected at the Rotary International Convention.

**Section 2.2.** The District Governor shall appoint assistant governors (who should be past club presidents), the district secretary, the district treasurer, other officers, and chairpersons and members of district committees.

**Section 2.3.** The District Governor may delegate those duties as the District Governor deems to be in the best interests of the orderly conduct of the district. Notwithstanding such delegation, the District Governor remains responsible for the operation of the district. The District Governor may not delegate any of the duties of office for which the District Governor is personally responsible.

## **Section 3: District Committees**

**Section 3.1.** Prior to assuming office, the District Governor shall appoint standing service and staff committees to assist in the administration of the district that may include:

1. District Conference
2. Finance
3. Four Way Test
4. Information Technology Support
5. Nominating Committee for District Governor
6. Nominating Committee for Representative to the Council on Legislation
7. Rotary Fellowships
8. Rotary Friendship Exchange
9. Rotary Leadership Institute (RLI)
10. Rotary License Plates
  
11. Coins for Alzheimer's Research Trust (CART)
12. Interact
13. Membership Development
14. Membership Extension
15. Newsletter/District Directory
16. Public Image/Public Relations
17. Rotaract
18. Rotary International Convention Promotion
19. Rotary Youth Leadership Awards (RYLA)
20. The Rotary Foundation and Sub-Committees (Grants, GSE, Endowment Fund, PolioPlus, Scholarships, Alumni, Annual Giving)
21. Vocational Service
22. World Community Service
23. Youth Exchange  
Youth Protection Officer

**Section 3.2.** The District Governor may appoint other non-standing committees as the District Governor deems appropriate.

**Section 3.3.** The size of committees, except for the Nominating Committees and the Finance Committee, shall be determined by the District Governor.

**Section 3.4.** The membership of committees should be representative of the district as a whole and should give the maximum number of Rotarians the opportunity to serve at the district level. In general, no one should hold the same position for more than three years.

**Section 3.5.** The duties and goals of all committees shall be specified by the District Governor and these committees shall be governed by the District Policy Manual and the *Manual of Procedure*.

**Section 3.6.** Appointments of Chairperson of the committees listed in Section 4 shall be made by the District Governor in consultation with the District Governor Elect and the District Governor Nominee. It is strongly recommended the DG confer with Past District Governors before appointing Committee Chairs.

**Section 3.7.** In general, committee chairs should serve three year terms. Service beyond the first year shall be at the discretion of the District Governor Elect and/or the District Governor Nominee (for service during the Governor's year).

**Section 3.8.** Foundation subcommittee chairs shall serve three year terms and shall be appointed by the District Governor (or District Governor Elect) in consultation with the District Foundation Chair. Committee chairs and committee members may be replaced, should the District Governor determine they are unable to perform their duties for any reason.

#### **Section 4: Nominating Committee for District Governor**

**Section 4.1.** The Nominating Committee for District Governor shall consist of the five (5) most recent Past District Governors of District 7750 who are members of clubs in this district and who are willing to serve.

**Section 4.2.** The chairperson of this committee shall be a Past District Governor who is the longest serving member of the committee.

**Section 4.3.** The work of this committee shall be governed by the terms of the *Manual of Procedure*.

#### **Section 4.4 Vice Governor Selection**

The Nominating Committee will select a District Vice Governor from a slate of Past District Governors willing to serve in this position. The Nominating Committee will make the final selection of the Vice Governor, but should carefully consider the preference of the District Governor Elect. *No person on this committee may be selected as the Vice Governor.* The Vice Governor for the next Rotary year should be selected prior to Mid Year Assembly (late January annually) and announced at Mid Year Assembly.

#### **Section 5: Nominating Committee for District Representative to the Council on Legislation**

**Section 5.1.** The District shall select its representative to the Council on Legislation (COL) by the nominating committee procedure in accordance with the provisions of the *Manual of Procedure*.

**Section 5.2.** The Nominating Committee for District Representative to the Council on Legislation shall consist of Immediate Past Representative to the COL, if available, and the five (5) most recent Past District Governors of District 7750 who are members of the clubs in this district and who are willing to serve. The chairperson shall be the immediate past representative to the COL, if available, or the longest serving member of the committee.

**Section 5.3.** Each club can submit the name(s) of a Past District Governor(s) for consideration by the Nominating Committee for District Representation to the Council on Legislation. The Nominating Committee will make the final selection of the representative to the Council on Legislation.

**Section 5.4.** No person on this committee may be nominated as the representative or alternate.

**Section 6: Nominating Committee for Nominating Committee Member for RI Director.**

**Section 6.1.** The nominating committee shall be composed of all past governors who are members of a club in this district and willing and able to serve.

**Section 6.2.** A candidate for member shall not serve on the committee/

**Section 6.3.** The member and the alternate member of the nominating committee shall be selected by 30 June of the year before the scheduled nomination.

**Section 7: Finance Committee (Revisions adopted June 2021)**

**Section 7.1.** The Finance Committee shall oversee all financial matters of the District.

**Section 7.2.** The Finance Committee shall consist of:

- The last four District Governors, with the immediate Past District Governor serving as Chair
- The District Governor
- The District Governor Elect
- The District Governor Nominee
- The District Treasurer
- The District Rotary Foundation Chair
- A Rotarian selected by the current District Governor (optional)

**Section 7.3.** All members of the Finance committee shall be voting member.

**Section 7.4.** The Finance Committee shall adopt such financial policies as it deems appropriate and such policies shall remain in effect until amended.

**Section 8: Financial Matters (Revisions adopted June 2020)**

**Section 8.1.** District Governor Elect shall prepare a budget for presentation and approval by the Finance Committee. The DG Elect shall develop the budget based on his or her goals for the year, previous district experience and the requests from various district committees. The budget should include recommended changes to the annual per capita levy. The dues to be paid by the clubs to the District shall be only in the form of a per capita levy.

**Section 8.2.** The budget shall include reasonable expense allowances for items not reimbursed by Rotary International. Items to be considered should include:

- The District Governor and the District Governor Elect and their partners to attend the Rotary International Convention.
- The District Governor, the District Governor Elect, the District Governor Nominee, and



the DGND (if named) and their partners to attend the Zone Institute and other required Rotary training seminars.

- The District Representative to the Council on Legislation to attend the Council meeting (three-year cycle).
- The Nominating Committee Member for the RI Director Nominating Committee meeting.
- Assistant Governors, District Trainer, DGND and partner, and the District Administrator to attend the President Elect Training Seminar.
- The District Governor and partner to attend the District Conference.
- Assistant Governors will have a base allocation set annually by the District Finance Committee. In addition, funds will be allocated annually for the District Governor to use at his/her discretion to supplement the work of Assistant Governors. Funds may be used for mileage to club visits, mileage to District training events, working meal expenses with club leaders, and registration for District training events. Funds may not be used for The Rotary Foundation event or the All Club Conference.
- In order to ensure a smooth transition each year, new incoming Assistant Governors may apply for reimbursement according to the guidelines above prior to the beginning of their first year as Assistant Governor. New incoming Assistant Governors are not eligible for a base allocation until the beginning of their first year, and then only to cover expenses for that Rotary year. Reimbursements will be approved at the District Governor's discretion.
- For events and District trainings that are required for the District Governor, the District Governor Elect, the District Governor Nominee, the District Membership Chair, and the District Rotary Foundation Chair, (for example Membership Summit, Pre-PETS, Installation Banquet and District Foundation) – their registrations may be charged to their allotment so that funds will be transferred by the Treasurer.
- Funds will be set aside to send up to two (2) Rotarians to the Emerging Leader Training at Zone each year.
- The fee for the District Newsletter.
- Other such items as determined by the DGE and the Finance Committee.

In the event where the expenses have been reimbursed in advance of an event, and the person subsequently doesn't attend the event, those expenses would be reimbursed to the District unless it is beyond the control of the member, with the approval of the Finance Committee. Any change fees made for the convenience of the member will be paid for by the member.

The budgets for the DG, DG Elect and DG nominee should be a total amount, with the individual officers having the ability to use money for any legitimate expense not otherwise covered by the District or RI.

**Section 8.4.** The District Governor is empowered to reallocate spending between budget categories with the approval of the Finance Committee.

**Section 8.5.** The District Treasurer shall maintain custody of district funds, collect the district per capita levy, disburse funds from the current budget as approved by the District Governor or the District Finance Committee Chair, and issue a monthly statement of net assets and statement of income and expense to the Finance Committee. The District Treasurer shall not disburse any funds in excess of the aggregate district budget without the approval of the Finance Committee. The District Treasurer shall not disburse any funds from reserves without the approval of the Finance Committee. The Finance Committee also has responsibility for the assets in the Spartanburg Foundation.

If a wire transfer is essential for a budgeted distribution, the District Treasurer shall not initiate a transfer without verbal approval from the District Governor.

The District Treasurer is authorized to write checks up to \$700 without specific approval of DG for already budgeted line items.

All invoices and expenses must be submitted within 60 days of the event, trip or meal, and paid in a timely manner. Invoices and expenses submitted after 60 days will not be reimbursed unless approved by the District Finance Committee. All year-end expenses must be submitted before June 30 unless an exception has been granted by the District Finance Committee because of extenuating circumstances.

**Section 8.6.** To ensure continuity of access to District funds, the District Governor and the Finance Chair shall be signatories on the District checking account, in addition to the Treasurer.

**Section 8.7.** The annual per capita levy shall be payable by the clubs upon billing by the District Treasurer. The membership basis for such levy shall be the membership reported to Rotary International on the Club's July 1 semiannual report.

**Section 8.8.** At the end of each Rotary year, the District Treasurer shall prepare a statement of net assets and a statement of income and expense for the year, and the District Governor shall distribute copies of such financial statements to all club presidents no later than September 30, either in the monthly newsletter or by separate mail or electronically.

**Section 8.9.** The Finance Committee in consultation with a Certified Public Accountant (CPA) or a professional with accounting and/or audit experience shall inspect the year-end financial statements of the District and:

1. Determine that the year-end cash accounts are properly reconciled, recorded, and classified in the district books of account.
2. Determine that other assets and liabilities are properly reconciled, recorded, and classified in the District books of account.
3. Determine that the proper dues and other revenues were collected, deposited to District bank accounts, properly recorded, and properly classified in the District books of account.
4. Determine that all expenditures were properly evidenced by underlying documentation, that all expenditures were properly authorized, recorded, and classified in the District books of account.

5. Examine other fiscal matters as they deem appropriate.
6. Require an external review every three years or when a new Treasurer is appointed.

**Section 8.10.** The Audit Committee shall be composed of at least 3 members, all of whom are Rotarians and one of whom is either a past governor or who has audit experience. The following may not serve on the audit committee for the year in which they serve in these positions: governor, treasurer, signatories of district bank accounts, or members of the finance committee. Prior to September 30, the Audit Committee shall provide an independent review of the prior year-end financial statements of the District, including, but not limited to:

- (a) all sources of the district's funds (RI, The Rotary Foundation, district and club);
- (b) all funds received by or on behalf of the district from fundraising activities;
- (c) grants received from The Rotary Foundation or funds of The Rotary Foundation designated by the district for use;
- (d) all financial transactions of district committees;
- (e) all financial transactions of the governor by or on behalf of the district;
- (f) all expenditures of the district's funds; and
- (g) all funds received by the governor from RI.

The annual statement and report shall be presented for discussion and adoption at the next district meeting to which all clubs are entitled to send a representative and for which 30-days' notice has been given that the statement and report of district finances will be presented. If no such district meeting is held, the statement and report shall be presented for discussion and adoption at the next district conference.

**Section 8.11.** The District Grants Committee Chair and District Rotary Foundation Chair shall be signatories on the District Grants checking account. The District Treasurer shall have timely access to the account's monthly financial statements.

**Section 8.12.** The District will reimburse at the IRS Standard Mileage Rate for travel expenses at the time the expense was incurred.

## **Section 9: Procurement Policy (added June 2020).**

**Section 9.1** For all District expenditures of \$5,000 or more, a minimum of three (3) bids will be obtained. The bid should include detailed specifications for the item(s) needed. In selecting the vendor of choice, preference should be given to bids meeting all specifications (not just cost alone).

## **Section 10.1: Activities with Children and Youth**

Rotary has an excellent record of supporting youth through Rotary Youth Exchange, RYLA, Interact, scholarships, mentoring and literacy initiatives, and other projects.

It is vital that we maintain a safe environment for all children and youth with whom Rotary is involved. In orchestrating events and programs involving minor children, Rotary clubs in District 7750 shall adopt and enforce the following Rotary Statement of Conduct for Working With Youth-adopted by the RI Board of Directors-as well as other Rotary Code of Policy provisions on this subject that are listed below. In addition, at least two adults are to be present whenever an adult is alone with minor children or youth.

Clubs shall immediately inform the District Governor and promptly investigate any

allegations against a member in connection with a Rotary-related youth program.

**Section 10.2. Statement of Conduct for Working with Youth Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses, and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.**

*(November 2006 Mtg., Bd. Dec. 72)*

### **Section 10.3. Failure to Comply with Youth Protection Laws**

Upon obtaining information that a club has failed to address an allegation against a member in connection with a Rotary-related youth program for violating applicable law regarding the protection of youth, the board may suspend or terminate the membership of the club in accordance with RI Bylaws section

3.030.3. *(June 2007 Mtg., Bd. Dec. 226)* Source: June 2007 Mtg., Bd. Dec. 226

### **Section 10.4. Sexual Abuse and Harassment Prevention**

All Rotarians, clubs and districts should follow the statement of conduct for working with youth and RI guidelines for abuse and harassment prevention established by the general secretary. The guidelines include the following requirements:

Rotary Code of Policies 11 January 2008:

1. RI has a zero-tolerance policy against abuse and harassment. An independent and thorough investigation must be made into any claims of sexual abuse or harassment.
2. Any adult involved in a Rotary youth program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.
3. Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with RI's zero-tolerance policy.
4. A club must terminate the membership of any Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment. (Upon obtaining information that a club has knowingly failed to terminate the membership of such a Rotarian, the RI Board will take steps to have the Rotarian's membership terminated, including action to terminate the club's charter for failure to comply). If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the adult shall be permanently prohibited from working with youth in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to youth. It can also benefit the adult in preventing additional accusations from other youth. A person who is

accused but later cleared of charges, may apply to be reinstated to participate in youth programs.

Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position. *(November 2006 Mtg., Bd. Dec. 72)*

Source: November 2004 Mtg., Bd. Dec. 108; Amended by November 2006 Mtg., Bd. Dec. 72)

## **Section 11: Council of Governors**

**Section 11.1** The Council of Governors shall be comprised of all Past District Governors who are active members of clubs in this district. The Council of Governors' role is to assist, support and advise the District Governor.

**Section 11.2** The chair of the Council of Governors is appointed annually by the District Governor.

**Section 11.3** The chair of the Council of Governors will arrange for a minimum of two meetings of the Council each year, in the fall and in the spring (usually in conjunction with the District Conference.). The Governor, Governor-Elect, Governor Nominee, and Governor Nominee Designate may be invited to these meetings.

## **Section 12: District Meetings - Mid Year Assembly, District Conference, and Club Leadership Training**

### **Section 12.1. Mid Year Assembly**

The purpose of the Mid Year Assembly is to train club officers, directors, and committee chairpersons, but all Rotarians are encouraged to attend. The District Governor shall organize and conduct the Mid Year Assembly with the cooperation and consultation of the District Trainer and the District Governor Elect. The president-elect of each club must attend the Mid Year Assembly in its entirety and each club shall budget funds for this purpose.

### **Section 12.2. District All Club Conference Site**

The site for the District Conference shall be determined by the District Governor whose term of office coincides with such District Conference. The home Club of the District Governor normally serves as the host club for the District Conference.

### **Section 12.3. District All Club Conference Budget**

The District Governor is responsible to ensure that the District Conference is conservatively budgeted. District dues may include an assessment for the District Conference. The conference should be budget neutral; no District reserves should be expended for the District Conference.

### **Section 12.4. District Meeting Attendance**

Every Rotary club in the district should be represented at the District Conference and by as many members as possible. Club officers, directors, and committee chairpersons are expected to attend the Mid Year Assembly, District Conference, and Club Leadership Training as condition for acceptance of the office held.

### **Section 12.5. District Meeting Voting**

Voting at the Mid Year Assembly, District Conference, and Club Leadership Training shall be by a majority vote of the voting delegates in attendance unless otherwise specified in the *Manual Of Procedure*.

### **Section 12.6. Special District Meetings**

Special meetings or assemblies may be called by the District Governor. At least thirty days advance notice of such meetings shall be given to each club.

## **Section 13: President Elect Training Seminar (PETS)**

**Section 13.1.** The president-elect of each club must attend the President Elect Training Seminar in its entirety and each club shall budget funds for this purpose.

**Section 13.2.** If a president-elect cannot attend the Carolinas' PETS, the president-elect can attend other PETS provided the District Governor Elect gives written permission. This is discouraged as many specific district items are reviewed at Carolinas' PETS. In rare circumstances, the District Governor Elect may approve a substitute for the president-elect at this training. This approval must be in writing.

**Section 13.3 Pre-PETS.** Presidents-Elect are expected to attend the District 7750 Pre-PETS session because it lays valuable groundwork for their preparation to become Club Presidents.

## **Section 14: Records**

**Section 14.1.** The District Governor in conjunction with the District Administrator shall maintain proper files and shall transfer such files to the District Governor Elect. The District Governor shall also transfer files received from the predecessor district governor. Files not retained by the District Governor should be held in archive.

**Section 14.2.** Such files shall include:

- The financial statements of the District
- The District Policy Manual
- The District Leadership Plan (if completed) Reports of clubs established and clubs terminated. Rotary Foundation reports
- Copies of each club's Goals and Objectives report and a copy of the District Governor's report of each club visitation
- Summary of significant developments in the district
- A set of the District Governor's newsletters
- A set of monthly membership and attendance reports
- Files on weak clubs and the reason for such evaluation

## **Section 15: Awards and Recognitions**

The District Governor may establish various awards such as Rotary Foundation giving, membership growth, conference attendance, Rotarian of the Year and other recognitions the District Governor deems appropriate. These awards, and the guidelines by which they shall be awarded, shall be published in the District Governor's monthly newsletter in time for these awards to be presented at the District Conference, Club Leadership Training, or

the District Governor Installation.

## **Section 16: Rotary Foundation Grants**

**Section 16.1 Global Grants** Clubs in District 7750 may apply for Global grants from The Rotary Foundation (TRF) at any time. All Global Grant applications must be reviewed and authorized by the District Rotary Foundation Chair and District Governor prior to submission to TRF. The sponsoring club(s) is fully responsible for submitting the annual and final reports of each grant. If District Designated Funds (DDF) are available the District Foundation Committee in conjunction with the District Governor may authorize use of DDF funds prior to submission of the Global Grant application. If the grant is approved by TRF, the DDF funds will be matched 1:1 by TRF. A committee of at least 3 Rotarians from each sponsoring club (District 7750 and the project country) must be designated and actively oversee the project.

**Section 16.2 District Grants** If the District qualifies to receive a District Grant, clubs may submit an online application (<http://rotary7750.org/Grants.asp>) by April 30<sup>th</sup> prior to the Rotary year when the grant will be implemented (e.g. April 30, 2015 for a grant being implemented in the 2015-16 Rotary year). Clubs must contribute at least \$25 per capita to TRF during the preceding year to be eligible to receive a District Grant. If the District Foundation Grants Subcommittee receives more requests for grants than available funds, the subcommittee in consultation with the District Governor, District Governor Elect, and District Governor Nominee will allocate funds based on the project's value, club contributions to TRF, and the club's prior compliance with reporting requirements. Clubs receiving grants are required to match grant funds 1:1. Clubs must submit their final report for the District Grant no later than March 31<sup>st</sup> of the grant implementation year.

**Section 16.3** District Foundation Committee members should conduct grants management training for club Foundation leaders about TRF humanitarian grants at least annually during the Foundation Event, Club Leadership Training, Mid Year Assembly, and/or District All Club Conference.

**Section 16.4** The District Governor, District Governor Elect, District Governor Nominee, District Foundation Committee Chair, and other district Foundation leaders should attend Zone 33/34 Foundation training events on an annual basis.

**Section 16.5** The district and clubs submitting Global and District Grant applications must be qualified. Qualification requirements include attendance at grant management seminars, a signed club Memorandum of Understanding (MOU), and no overdue reports from previous projects. Club qualification is valid for one year. The club as an entity is responsible for use of funds, disclosing potential conflicts of interest, cooperating with all audits, and using the grant funds according to the grant Terms and Conditions. Clubs should appoint a club member or committee to manage club qualification.

## **Section 17: Amendments**

**Section 17.1** Amendments to the District Policy Manual shall be made by resolution passed by a majority vote of Rotarians who are voting delegates in attendance at the business meeting held at the District Conference.

**Section 17.2** Amendments may be proposed by a resolution adopted by any club at a regular meeting or by a resolution adopted at a meeting of the Council of Governors, provided such resolution is submitted to the District Governor at least 45 days prior to the opening date of the District Conference.

**Section 17.3** The District Governor shall forward all resolutions timely received in accordance with Section 14.2 to the President of each club and to all Past District Governors at least 30 days prior to the opening date of the District Conference. Resolutions shall be presented at the business meeting at the District Conference for action by the conference.

**Section 17.4** On an emergency basis, and when the above time schedule cannot be met, amendments to the District Policy Manual may be submitted at the District Conference or a special meeting for action, provided 2/3 of the club presidents present at the conference concur such action is necessary for the effective administration of the district. The actual vote on the resolution shall require a majority vote to pass.



## **Appendix A: Brief History of District 7750**

The Rotary Club movement began in 1905 in Chicago, IL when Paul P. Harris, a young attorney, brought a group of business and professional men together to recapture the friendliness and fellowship many had known in the small towns where they grew up. Harris named the group Rotary because its members rotated the meeting location. In November 1908 a second Rotary Club was organized in San Francisco closely followed by Clubs in Oakland and Los Angeles. The New York City Rotary Club was formed in 1909 and in 1911 Rotary became international with the formation of Clubs in Ireland and England.

With this growth Rotary began organizing itself into Districts, first called Divisions (1912). South Carolina's first clubs, Greenville (1916), Spartanburg (1916), and Anderson (1917) were in District 4, which included the southeastern part of the United States. Then in 1918 the Clubs in Virginia, North Carolina and South Carolina were grouped to form Division 7. Lewis W. Perrin (Spartanburg) served as District Governor of District 7 in 1920-21.

North Carolina and South Carolina were reorganized into District 38 in 1922 and by 1926 there were sufficient clubs to form District 58, an area that included all of South Carolina and Western North Carolina. Zac Wright (Newberry) was the first District Governor of District 58.

In 1937 District 58 was changed to District 190 and in 1945, when North Carolina split into four Districts, South Carolina became a single District (190). After WWII (1949) the District number was changed to 282 and then five years later (1954) the state was split into two Districts. The eastern portion became District 283 and the western portion remained 282. In 1957 our District number was changed to 775 and finally in 1991 it became District 7750, as it is known today.

There are 55 Clubs in our District and approximately 3,000 Rotarians. Our District consists of the 19 western counties plus a portion of Lexington County. District 7770 includes the 26 eastern counties plus a portion of Lexington County and has 77 Clubs and over 4,000 Rotarians.

Internationally, Rotary today is made up of more than 33,000 clubs totaling 1.2 million plus Rotarians in more than 200 countries.

**Appendix B:**  
**DISTRICT 7750 CLUB DATA**  
**Club Name, Club #, Charter Date, Anniversary Year,**  
**Area**

Club Name	Club Number	Charter Date	Area
Abbeville	6186	March 25, 1963	9
Aiken	6187	February 27, 1939	8
Aiken-Sunrise	23372	March 7, 1986	8
Anderson	6188	June 1, 1917	1
Batesburg-Leesville	6189	April 12, 1928	8
Blacksburg	6190	May 22, 1944	5
Chester	6191	December 13, 1926	7
Clemson	6192	May 18, 1956	1
Clemson-Calhoun	23983	July 16, 1986	1
Clinton	6193	April 5, 1923	10
Clover	23170	December 5, 1985	5
Easley	6194	April 20, 1937	12
E-Club of Carolinas	84726	August 17, 2012	9
McCormick Satellite	Satellite		9
Emerald City	6195	May 15, 1982	9
Fort Mill	28130	June 17, 1991	6
Fountain Inn	6196	February 14, 1937	11
Gaffney	6197	January 1, 1920	5
Golden Strip Sunrise	51039	April 27, 1998	11
Greater Anderson	21109	September 26, 1983	1
Greenville	6198	January 7, 1916	3
Greenville Breakfast	24086	October 10, 1986	3
Greenville City Center	6207	January 10, 1955	3
Greenwood	6199	February 1, 1920	9
Indian Land	74342	October 25, 2006	6
Indian Land Lunch	90198	June 3, 2019	6
Inman	6201	May 23, 1945	4
Lake Wylie	83370	June 7, 2010	6
Lancaster	6202	June 26, 1940	7
Lancaster Breakfast	21979	June 26, 1984	7
Laurens	6203	November 3, 1923	10

<b>Club Name</b>	<b>Club Number</b>	<b>Charter Date</b>	<b>Area</b>
Mauldin	6204	February 15, 1980	11
Newberry	6205	April 1, 1920	10
North Augusta	6206	October 12, 1978	8
North Spartanburg	6208	September 6, 1966	4
Pickens	6210	March 8, 1949	12
Pleasantburg	6211	May 10, 1961	3
Rock Hill	6212	February 1, 1919	6
Seneca	6213	July 1, 1928	2
Seneca Golden Corner	29757	September 21, 1993	2
Simpsonville	6214	September 14, 1961	11
Spartan West	21342	March 4, 1983	4
Spartanburg	6215	April 1, 1916	4
The Foothills	26614	June 29, 1989	12
The Reedy River - Greenville	61224	February 11, 2003	12
Twin City of Batesburg-Leesville	52048	June 15, 1999	8
Union	6216	April 30, 1923	10
Walhalla	6217	December 28, 1927	2
Westminster	6218	May 8, 1928	2
Winnsboro	6219	May 27, 1938	7
Woodruff	6220	January 15, 1940	11
York	6221	January 13, 1944	5

## Appendix C: District 7750 Council of Governors

<b>Year</b>	<b>Name</b>	<b>Home Club</b>
1978-79	John Barron	York
1979-80	Clarence Burman	Simpsonville
1983-84 (D-6220)	Lee Luff	Anderson
1984-85	Ronald Wheeler	Aiken
1987-88	King Dixon II	Laurens
1988-89	Jack Whitener	Union
1990-91	Paul Wilson	Spartanburg
1990-91 (D-6440)	Bob Hanson	Seneca
1991-92	Lew Jordan	Clemson
1994-95	Bill Monroe	Spartanburg
1995-96	Jack Blasius	Spartanburg
1996-97	Ted Hammett	Inman
1997-98	George Rodgers	Clemson
1999-00	Sue Poss	
2000-01	Harriett Skinner	Aiken Sunrise
2001-02	Jim Futrell	Winnsboro
2002-03	Bruce Baker	Pleasantburg
2003-04	Ed Hamilton	Clemson
2003-2004 (7530)	Bobby Brown	The Reedy River
2004-05	Bill Boyd	
2005-06	Isaac Shaffer	Emerald City
2005-06 (D-6890)	Barbara Shayeb-Helou	The Foothills, Travelers Rest
2006-07	Rich Waugh	Aiken Sunrise
2007-08	Myles Golden	Greenville Evening
2008-09	Carol Burdette	Electric City
2009-10	George Fletcher	Greenville
2010-11	Rebecca Faulkner	Greenville Breakfast
2011-12	Gary Goforth	Emerald City
2012-13	Kim Gramling	Seneca Golden Corner

<b>2013-14</b>	<b>Lorraine Angelino</b>	<b>Emerald City</b>
<b>2014-15</b>	<b>Thomas Faulkner</b>	<b>Greater Greer</b>
<b>2015-16</b>	<b>Terry Weaver</b>	<b>Greenville</b>
<b>2016-17</b>	<b>Lance Young</b>	
<b>2017-18</b>	<b>Ed Irick</b>	<b>Greenville Breakfast</b>
<b>2018-2019</b>	<b>Carol Burdette</b>	<b>Anderson</b>
<b>2019-2020</b>	<b>Rob Hanley</b>	<b>Greenville City Center</b>
<b>2020-2021</b>	<b>Beth Padgett</b>	<b>Greenville</b>
<b>2021-2022</b>	<b>Frank Cox</b>	<b>Clemson-Calhoun</b>
<b>2022-2023</b>	<b>Joyce Morin</b>	<b>Lancaster</b>
<b>2023-24</b>	<b>Renee C. Stubbs</b>	<b>Newberry</b>
<b>2024-25</b>	<b>Rysheeka Bush</b>	<b>Aiken Sunrise</b>
<b>2025-26</b>	<b>Dave Brenner</b>	<b>Greenville Breakfast</b>

## Appendix E: Acronyms used in Rotary

3-H	Health, Hunger & Humanity
ARC	Assistant Rotary Coordinator
AG	Assistant Governor
AGM	Annual General Meeting
APF	Annual Programs Fund
CAP	Community Assistance Program
CIDA	Canadian International Development Agency
CODT	Club Officers and Directors Training
COL	Council On Legislation
CRCID	Canadian Rotary Committee for International Development
DDF	District Designated Fund (Share Program)
DEVED	Development Education - part of our contract with CIDA
DG	District Governor
DGE	District Governor Elect
DGN	District Governor Nominee
DGND	District Governor Nominee Designate
DLP	District Leadership Plan
DLT	District Leadership Team
DO	District Office
DPPM	District Policy & Procedures Manual
DSA	Distinguished Service Award DT                      District Trainer
EREY	Every Rotarian Every Year
GSE	Group Study Exchange
HAWS	Humanitarian Aid Warehouse Society
ICUFR	International Computer Users Fellowship of Rotarians
IPDG	Immediate Past District Governor
IPP	Immediate Past President
LOA	Leave Of Absence
MG	Matching Grant (from either The Rotary Foundation or CRCID)
MOP	Manual of Procedure
MPHF	Multiple Paul Harris Fellow
NGO	Non-government organization, perhaps involved in a project
NID	National Immunization Day
OD	Official Directory (RI)
P	President
PDG	Past District Governor
PE	President Elect
PEF	Permanent Endowment Fund
PETS	Presidents Elect Training Seminar
PHF	Paul Harris Fellow
PHS	Paul Harris Society
PHSM	Paul Harris Sustaining Member
PP	Past President
PF	Permanent Fund
PRID	Past Rotary International Director
PRIP	Past Rotary International President
PPRIBI	Past President Rotary International Britain and Ireland
PRIVP	Past Rotary International Vice President
PsF	Projects Fair

## Acronyms used in Rotary (continued)

RAG	Rotarian Action Group
RBM	Results Based Management - as required by CRCID
RC	Rotary Club or Rotary Coordinator
RDCF	Rotary District Charitable Foundation
RFSM	Rotary Foundation Sustaining Member
RI	Rotary International, as well as the various offices at headquarters
RIBI	Rotary International Great Britain and Ireland
RID	Rotary International Director
RIDE	Rotary International Director Elect
RIMZC	Rotary International Membership Zone Coordinator
RIP	Rotary International President
RIPR	Rotary International President Representative
RITS	Rotary International Travel Service
RIVP	Rotary International Vice President
RRIMC	Regional Rotary International Membership Coordinator
RLI	Rotary Leadership Institute
ROTEX	Organization of Ex-Rotary Exchange Students
ROTI	Rotarians On The Internet
RRFC	Regional Rotary Foundation Coordinator
RYE	Rotary Youth Exchange
RYLA	Rotary Youth Leadership Award
RYPEN	Rotary Youth Program of Enrichment
SETS	Secretaries Elect Training Seminar
STYEP	Short Term Youth Exchange Program
TPF	The Permanent Fund
TRF	The Rotary Foundation
WCC	Web Com Center
WCS	World Community Service
WCSS	World Community Service Society
WCSRN	World Community Service Resource Network
YEO	Youth Exchange Officer
YEP	Youth Exchange Program
YIR	Yours in Rotary
YIRS	Yours in Rotary Service