**Changes to Articles of Procedure For Rotary International District 7530**

***as proposed by the Rotary Club of Weirton Heights***

This proposal replaces **Article IV District Archivists** with the following:

**ARTICLE IV - DISTRICT EXECUTIVE SECRETARY**

**Section 1** – Term and Compensation

The District 7530 Executive Secretary (District ES) shall selected by a committee consisting of, but limited to, DG, DGE, DGN, two PDGs, and hired for a 3 year term beginning July 1, 2018. The District ES will receive an annual compensation of $9,600.00 payable in equal monthly installments of $800.00. The District ES will be designated as an independent contractor in accordance with the State of West Virginia and be provided a 1099 form for each tax year. The District ES will be responsible for all State and Federal taxes. Funding of these payments for the first 3 years is the responsibility of District 7530.

**Section 2** - Duties

The District ES shall be responsible for communications of any kind to RI, Zone Leadership, and with all clubs of District 7530.

The District ES reports directly to the DG of District 7530 and assists the DG with daily activities.

The District ES shall be responsible for maintaining all information on DACdb and Rotary Club Central for District 7530.

The District ES shall record the minutes of all District 7530 meetings and archive them in a secure environment.

**Section 3** – Termination and renewal

The District ES position can be terminated under one of the following conditions:

* 1. District ES terminating their employment by giving written notice to District 7530;
	2. The DG terminating this employment by giving written notice to District ES;
	3. The death of District ES.
	4. After June 30, 2021, unless renewed

 The District ES position can be renewed for a following 3 year term if District 7530 amends Article IV using standard protocol of by-laws procedures. .