



# District 7030

Southern Caribbean Islands and Guianese

## Manual of Procedure

Version 1.01 – Mars 2014

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## 1. Introduction

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District 7030 is unique as a District within Rotary International and needs to set certain guidelines in place to assist the incoming and current leadership in their administration of the District. This Manual of Procedure is intended to be a guide to the procedures that have worked over the years.

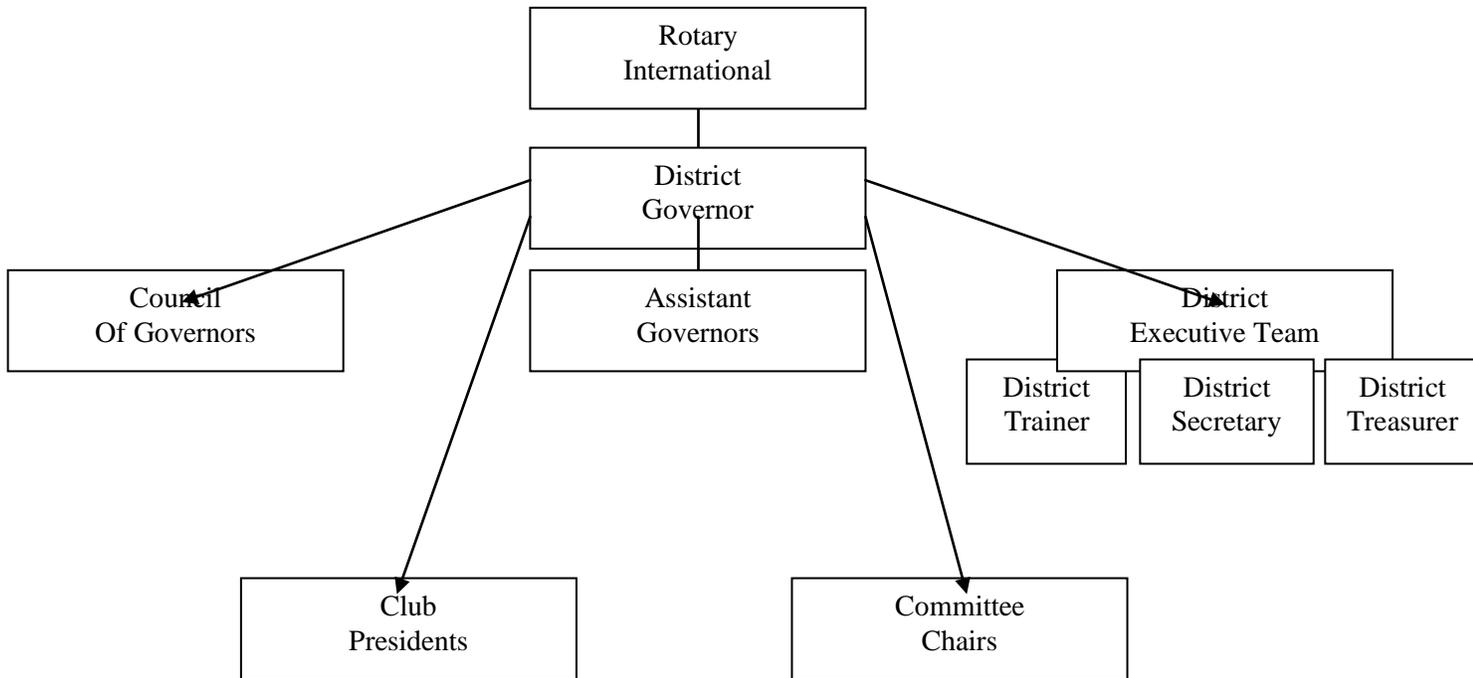
In no way, should any recommendation in this Manual of Procedure contradict or supersede the RI Manual of Procedure or Code of Policies. The rules of Rotary International must always apply and are adhered to by the leadership.

Therefore this Manual of Procedure is consistent with the RI Manual of Procedure but provides more detail in some cases and applies the rules to the unique aspects of the District.

District 7030 comprises sixty-eight (68) clubs in fourteen (14) countries, with over one thousand nine hundred (1,900) Rotarians.

## 2. Organization Chart

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### 3. The District Governor

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The District Governor:

1. Shall meet all the qualifications for the position as outlined in the RI Manual of Procedure. It is recommended that he/she has served as a functional Assistant Governor or District Secretary prior to taking office.
2. Is recommended by the Nominating Committee of the Council of Governors and then nominated by the clubs in the District at the District Conference.
3. Shall begin his/her term of office on July 1<sup>st</sup> of the year for which he/she was elected.
4. Shall participate in all training designed for incoming Governors by the District, Zone and Rotary International.
5. Shall be prepared to administer the District in an organized and efficient manner.
6. Shall assist in recruiting and training future District Governors.
7. Shall involve the incoming Governors in all District meetings and keep them informed of activities within the District.
8. Shall be knowledgeable of the rules outlined in the RI Manual of Procedure and the District Manual of Procedure.
9. Shall, prior to taking office, arrange to obtain the appropriate regalia of the soon to be Immediate Past District Governor.
10. Must ensure that a report is made to the District Conference on the current finances, the last audit and the budget for the upcoming year.
11. Shall follow up with clubs to ensure that the club responsible is supporting any global grants from The Rotary Foundation or district grants from the District. He/she shall also ensure that the documentation process is completed in a timely manner and any outstanding projects are brought to completion.
12. May organize a hand-over event in order to turn the District officially over to the incoming Governor. However, this is at the discretion of both District Governors who will take into consideration the cost of the event as well as the need to support the club hand overs at the end of the year.
13. The District Governor may also design a District logo for the year if he/she so chooses, but cannot detract from the Rotary International logo. This logo may be changed after three (3) years.
14. Receives a grant from Rotary International as well as a portion of the District Dues that are used to administer the District.

## 4. Election of District Governors

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The Nominating Committee for District Governor is made up of the five (5) most recent Past District Governors, who are available and willing to serve and are still resident in the District.

The Immediate Past District Governor, (or if he/she is unavailable or unwilling to serve or is not still resident in the District, the next most recent Past District Governor) shall serve as Chair of the Nominating Committee. Should there not be five (5) such Past District Governors, the District Governor shall appoint the next Past District Governor in line from among other Past District Governors so that the number of members of the Nominating Committee is always five (5).

The current District Governor shall notify all clubs by October 31<sup>st</sup> that nominations are solicited from the Clubs for the future District Governor. Those nominations should be sent to the Nominating Committee for consideration no later than December 31<sup>st</sup> of each year. The candidate must prepare a one-page résumé giving particulars of his/her personal, business and Rotary life and a vision statement for the District. This résumé should be provided to the Nominating Committee along with the completed form H. At the District Conference where the delegates nominate the candidate, he/she should introduce himself/herself to the Conference providing a brief acceptance speech.

The Nominating Committee shall be charged with the duty to seek out and propose to the Council of Governors and the District Governor the best-qualified candidate for District Governor. The District Governor will inform the clubs of the District the name and club of the nominee. The DG will put forward that nomination to the District Conference.

The selection and nomination procedure will follow the Rotary International Bylaws.

The District must select its District Governor during the District Conference held two (2) years prior to his/her term, and the nominee will attend the Zone Institute first as DGN and again as DGE. Essentially, this provides two (2) years for the Rotarian to prepare for his/her year as District Governor.

Any club in the District which has been in existence for at least one year as of the beginning of that year may also propose a challenging candidate for governor-nominee provided this club has previously suggested such candidate to the nominating committee. A club in existence for less than one year as of the beginning of that year may propose a challenging candidate provided such candidate is a member of that club and the challenging candidate must have been duly suggested to the nominating committee. The name of the challenging candidate shall be submitted pursuant to a resolution by the club adopted at a regular meeting. The club must file the resolution with the governor within fourteen (14) days of the announcement of the selection for governor-nominee.

The governor will inform the clubs of the name of any challenging candidate. The governor will inquire whether any club wishes to concur with the challenge. A club must file a resolution of the club adopted at a regular meeting to concur with the challenge. Such resolutions must be filed with the governor by the date determined by the governor. Only challenges that have been concurred to by at least five (5) other clubs which have been in existence for at least one (1) year as of the beginning of that year or 10% of the total number of clubs as at the beginning of that year in the district which have been in existence for more than one (1) year as of the beginning of that year, whichever is higher, and only when such resolutions by the club were adopted at a regular meeting in accordance with the club's bylaws as determined by the governor shall be considered valid.

The governor shall notify, within seven (7) days following the deadline, all clubs in the district where a valid challenging nomination has been received by the deadline. Such notice shall include the name of each such challenging candidate, the names of the challenging and concurring clubs and state that such candidates will be balloted upon at the district conference if the challenge remains effective up to the date set by the governor.

The ballot at the district conference shall follow the Rotary International Bylaws. All clubs with more than one (1) vote shall be cast for the same candidate, failing which, the votes from such club will be declared to be spoiled votes.

The governor shall declare the candidate of the district nominating committee to be the governor-nominee where no such challenging nomination has been received by the established date. This declaration shall be made to all clubs in the district within fifteen (15) days of the deadline.

## 5. Council of Governors

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The Past District Governors provide a reservoir of talent and experience. Therefore, all Past District Governors resident in the District will constitute a Council of Governors to assist the District Governor at his/her request and under whose direction and supervision the Council shall function.

A Chair shall be selected from within the Council. The DGN will act as Secretary.

The District Governor Nominee and the District Governor Elect shall also sit on the Council of Governors.

The Council shall attempt to meet at least twice each year, at times and locations convenient, including during the District Conference.

The Council of Governors serves in an advisory capacity and is expected to assist the District Governor wherever possible. The Council will use some of its meeting time to “brainstorm” and consider creative and innovative ways to resolve difficult situations in the District, establish structures and protocols and align with changes in RI and Zone where necessary.

The District Governor will provide an update on the District at each Council meeting, including information about the clubs (strong and weak), the financial position, Rotary Foundation and any other pertinent situations about which the Council needs to be aware or with which it may be able to assist.

### *Council Secretary*

The Council Secretary (DGN):

1. Shall serve as recording secretary for all / any meetings during the year.
2. Shall assist the District Governor in organizing the agenda for meetings.
3. Shall assist the Council in ensuring that the District is following the rules of Rotary.

### *Audit Committee*

The Audit Committee is made up of three (3) members of the Council of Governors, appointed by the Governor on the recommendation of the Council and should rotate on an annual basis. The Audit Committee should ensure that District audits from year to year are performed as outlined by the RI Manual of Procedure.

## **6. District Appointments**

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The District Governor must announce his/her appointments to the District as early as possible, but no later than the District Conference prior to taking office. The following positions must be appointed at a minimum, along with any requirements made by Rotary International.

### ***District Secretary***

This Rotarian should be a Past President / Assistant Governor who has a good understanding of the RI Manual of Procedure and the workings of the District. He/she must be readily accessible to the District Governor. The District Secretary will assist the District Governor with all secretarial aspects of the administration of the District, including correspondence and reporting requirements. He/she will, but not limited to, oversee club attendance reporting to ensure that the District and Rotary International receive attendance reports from one hundred percent (100%) of the clubs prior to the deadlines provided, and ensure the timely submission of clubs semi annual reports. This position is appointed on an annual basis.

### ***District Treasurer***

This Rotarian should also be a Past President / Assistant Governor who has a good understanding of the rules of Rotary and the workings of the District. He/she must ensure that the financial position of the District Governor is properly recorded and all reporting is provided on a timely basis. He/she also must ensure that each club remits its dues to the District and to Rotary International by the deadlines provided. All records need to be submitted for an external audit at the completion of the year. He/she will report to the District Conference prior to their year of office the budget of the District and will report to the District Conference after their year of office the audited statements of the District. The District Treasurer will ensure that proper financial procedures are followed. He/she will also see that the distribution of funds is in accordance with the District rules and the rules of Rotary International. This position is appointed on an annual basis. It is important that the District Treasurer notify his/her successor prior to June 30<sup>th</sup>, at the end of the year, of any unpaid district dues. This information will allow the new Treasurer to follow up on outstanding dues. All accounts payable should be settled within sixty (60) days of the year-end including any surplus that is sent to his/her successor.

### ***District Trainer***

This Rotarian should be a Past President or PDG who is well versed on the rules of Rotary as well as the District. He/she must be able to train and motivate Rotarians as well as teach them how to use the materials of Rotary International to organize successful clubs. The District Trainer is available to the Clubs to assist them with training, but primarily organizes in collaboration with the Conference Committee the annual District training (Assistant Governors, including other District Leadership; PETS, including Presidents and Secretaries; and the District Assembly, for all other club leaders). His/her training, planning and organization are done in conjunction with the District Governor who has the ultimate responsibility. This position is appointed on an annual basis.

### ***Committee Chairs***

The District Governor will appoint a number of individuals to chair certain District Committees to oversee and develop specific areas of Club or District administration. These Chairs are responsible for the specific area appointed by the District Governor and report to the District Governor with their activities and projects. Examples would be Conference, Alumni, Publications, Website, aspects of the five (5) avenues of service and The Rotary Foundation. These positions are appointed on an annual basis. However, the Chair of the Rotary Foundation Committee should be appointed for a three (3) year term in order to provide for continuity. This allows the District Governor flexibility to re-appoint or appoint a new Chair while the prior Chair continues on the Committee.

Committee Chairs must strive to appoint Rotarians who will form strong and functional working committees by allowing for the involvement of as many Rotarians as possible in the affairs of the District. The DG should provide each Committee with the aims and objectives for that Rotary year no later than the District Conference.

The District Governor may appoint other committees from time to time in order to achieve the goals and objectives of the District and Rotary International. Every effort will be made to make these functional and effective committees existing for a specific purpose.

## 7. Assistant Governors

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The Assistant Governors (AGs) of the District are crucial to the efficient administration of the District and are appointed by the District Governor. Each AG is responsible for a number of clubs with which he/she works to assist them in developing the club, reporting on a timely basis and providing all the programs as required by Rotary International and the District. The AG is responsible for assisting the District Governor in the execution of his/her tasks and duties, in particular - coordination of the official DG visit; for acting as a liaison between clubs and the District Governor; for interacting with other AGs, committee members, and other District leaders; and for helping to promote Rotary International and Rotary Foundation activities and programs within the District.

Club Presidents should receive the AG with the dignity deserved as the District Officer responsible for that Club.

Minimum requirements for qualifications of an AG include:

1. Service as a Club President for a full term of office and performed in an effective manner.
2. Membership in good standing in a club in the District for at least three (3) years.
3. Willingness and ability to accept the responsibilities of AG.
4. Demonstrated outstanding performance at the Club and/or District level, and
5. Potential for future leadership in the District.

The AG:

1. Shall meet with and assist the incoming club presidents in his/her assigned area before the beginning of the Rotary year and before PETS to discuss club goals. They should encourage their clubs to set challenging goals, record them in Rotary Club Central, monitor their progress in Rotary Club Central and offer support to help clubs achieve their goals.
2. Shall ensure that the Presidents complete the goals and objectives as recorded in Rotary Club Central.
3. Reports to the District Governor immediately after each club visit through Rotary Club Central.
4. Schedules and plans for the official visit to the area of the District Governor, whose primary purpose should be to advance Rotary in the District. The District Governor issues final schedule approval.
5. Should monitor club activities as an important part of the job, which should include:
  - Review and support the implementation of club budgets, focusing on timely budget preparation, separation of charitable and club expenditures, and specific allocations for proposed service projects.
  - Ensure all reporting requirements to Rotary International and the District are met.
  - Ensure timely payment of dues to Rotary International and the District.
  - Review and report on each club's performance with respect to service projects.
  - Updates the District Governor on progress within the assigned clubs, including attendance at local and District meetings, local net membership growth, and financial status.
6. Assists the District Governor in organizing and strengthening new clubs; overseeing the extension survey; making recommendations for special representatives and "sponsor clubs"; ensuring that clubs adopt and adhere to the Standard Rotary Club Constitution and Recommended Rotary Club Bylaws.
7. Participates in meetings with District leaders.
8. Encourages clubs to follow through on requests and recommendations of the District Governor.
9. Must attend and participate in
  - The Assistant Governor and District Leadership training session.
  - The President Elect Training Seminar
  - The District Assembly, and
  - The District Conference.
10. Must visit each assigned club in his/her area regularly with a minimum of one (1) visit each quarter of the Rotary year.

11. Holds regularly scheduled meetings (preferably monthly and no less than quarterly) with club presidents to discuss the business of the clubs and resources available to them, along with goals, programs, and objectives of the District and Rotary International.
12. Promotes cordial relationships among the clubs, between the clubs and the District, and between the clubs and Rotary International.
13. Apprises (formally and informally) the District Governor and other District leaders of clubs' progress and concerns.
14. Identifies outstanding Rotarians and/or club projects to be recognized by the District Governor.
15. Works with the District Governor and other District leaders to develop District goals.
16. Advises the incoming District Governor (when asked) on selections for District committees.
17. Suggests ways to advance Rotary and to address organizational concerns.
18. Promotes attendance at PETS, the District Assembly, the District Conference and other District meetings.
19. Identifies potential District officers and encourages them to participate in District activities.
20. Supports decisions made by consensus among District leaders.
21. Participates in Rotary Foundation programs, annual and special giving events and other assignments related to The Rotary Foundation as necessary.
22. Attends and participates in club meetings as requested by the District Governor for a specific purpose. This involvement may be in addition to the routine meetings attended by the Assistant Governor.
23. Attends and participates in club assemblies, if so invited by the club president.
24. Assists in the maintenance of all Rotary standards and values, as well as in the motivation, inspiration, and education of all Rotarians in the District. Also assists in the promotion of all Rotary activities and programs and in the explanation of the Rotary International theme for the year.

The District Governor appoints AGs because of their reputation as good motivators, organizers and leaders. They are expected to do an excellent job for the District and Rotary International. If, for some reason, the AG is not effective in his/her role, the District Governor is obligated to replace him/her.

The AGs must be appointed annually but it is recommended that they hold office for a maximum of three (3) consecutive terms if they are effective in the role.

## 8. District Finance

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The District must follow all the recommended rules of Rotary International as spelled out in the RI Manual of Procedure. The District Treasurer must ensure accountability and efficiency.

A District Finance Committee shall be set up to oversee the finances of the District. The Committee shall comprise the District Governor who shall be the Chair, the District Treasurer, the Immediate Past District Treasurer (if this is the same as the current one then the one preceding him/her) and two (2) other members chosen by the District Governor.

### *Functions of the District Treasurer*

1. Budget – The District Treasurer must report the budget for his year at the District Conference immediately preceding his year of office.
2. Current Finances – The District Treasurer must report the status of current finances of the District at the District Conference during his year in office.
3. Audit – The District Treasurer must report the audited financial statements to the District Conference immediately after his year of office. The financial statements should conform to all international accounting standards. Audits should be done by an external, non-Rotary accounting firm.
4. District dues – The District Treasurer must ensure that every club pays their District dues on time. If not, recommendation should be made to the District Governor to suspend the club because of lack of payment of District dues. The District Treasurer must work with the AGs in respect of the collection of dues.
5. Accounts - The District Treasurer must ensure that complete and accurate accounts are kept as related to all District Dues and monies received by the District for use by the District Governor. He/she will maintain the operational funds for the District Governor.
6. Budget from Rotary International – The District Treasurer must ensure that accurate forecasting is made for Rotary International to determine the best allocation for the District Governor’s expenses and he shall reconcile to actual expenses to ensure the District receives complete reimbursement.
7. Donations in kind – The District Treasurer should ensure that donations in kind are accounted for on a cost basis to ensure that the true cost of the activities of the District Governor is documented.
8. Successor – It is important that the District Treasurer inform the incoming District Treasurer of any outstanding District dues in order that the dues collection process continues with new District Treasurer.
9. Accounts Payable - All accounts payable should be paid within sixty (60) days of the year-end, including any surplus paid over to the incoming Treasurer.

### *Rotary International Dues*

RI Dues are stated in the RI Manual of Procedure and should be paid accordingly using the semi-annual report sent to the Secretary of each club. These dues must be paid on time.

Some agreed rules on the appropriate use of funds for the District Governor:

1. Travel and accommodations to visit all the Rotary clubs in the District.
2. Cost to attend meetings related to the position. These would include the Rotary Institute and the International Convention in the year in office. The Rotary Institute in the Zone should be attended for training purposes from nomination through the year as District Governor.
3. Reimbursement would be for economy travel and reasonable accommodation only.

4. As Rotary International and the District encourage the spouse to travel with the District Governor around the District, his/her travel cost is reimbursable at the economy rate.
5. If a club or individual provides the District Governor with “free” accommodations or any other assistance that the District Governor would normally pay for, the District Governor must account for the approximate cost as a donation in kind and equivalent expense for accounting purposes. This process ensures that Rotary International and the District understand the true cost of administering this District.
6. The District Governor must produce a monthly newsletter in both French and English that is cost effective, timely and efficient.
7. Although all the above and those specified in the RI Manual of Procedure are costs that may be reimbursed, the District Governor should be cautious to not overspend the budget that is allocated. The budget does not necessarily cover all costs of the District Governor. Any expenditure over the allocated budget is the responsibility of the District Governor.

### ***District Dues***

District Dues are determined and agreed at the annual District Conference and currently are US\$ 27 per member per year. The calculation is based on the number of active members on July 1<sup>st</sup> and payable in full on July 1<sup>st</sup>.

The present breakdown is as follows:

District Governor travel, activities, etc.	US\$ 25
Disaster Fund	US\$ 2
Total	US\$ 27

Dues collected from members joining after July 1<sup>st</sup> are to be remitted to the District in full.

### ***District Disaster Fund***

As District 7030 is prone to natural disasters this fund was established to be able to quickly respond to the clubs whose communities have been hit by disaster.

1. The District Disaster Fund was established for the purpose of providing financial relief in cases of natural disasters within the District. It shall be maintained in US dollars in a territory where it is lawful so to do and shall be administered by and under the control of a committee comprised of the District Governor, who shall be the Chair, District Treasurer, District Disaster Relief Chair and two (2) other members who have worked at District level before.
2. Disbursements from the fund shall require the approval of a simple majority of members of the committee either at a regular meeting or by electronic or other contact. However, to expedite response time to assist in a Disaster, the District Governor may disburse up to US\$2,500 for each disaster and report to the committee at the next regular meeting. The committee shall send a statement of account to the District Finance Committee of any receipts and disbursements for inclusion in the accounts.
3. The Fund shall be financed by contributions allocated and approved as part of the annual District dues as were proposed in the resolution, and approved by a simple majority, at the 2012 District Conference.

## 9. District Meetings

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District 7030 is spread out over a large geographical area and it is, therefore, only practical for the District to come together once per year. For this reason all training sessions and the District Conference are usually organized during the same time period. This tradition allows the District, clubs and Rotarians to minimize costs and maximize attendance and participation. As the meetings mostly are plenary sessions the District trainers shall strive to minimize duplication in the presentations in order to allow for an overall interesting and diverse program.

These meetings are generally held in the country of the District Governor in order to ensure his/her ability to be closely involved with the organization of the event. However the DG can choose to hold the Conference in another country if he / she so chooses.

The week of meetings must take place between the International Assembly where the District Governor Elect receives training, and seven (7) days before the Rotary International Convention. This allows for the incoming District Governor to be prepared and trained, and avoids interfering with the Convention.

Each of the sessions must abide by all the rules for that session as spelled out by the RI Manual of Procedure and Rotary International.

It is recommended that the organizers utilize the Past District Governors, Incoming District Governors, Assistant Governors and District Chairs as presenters wherever possible. There should also be some external speakers who can bring new and different perspectives on current issues. All speakers should be able to present in an informative and motivational manner.

### *Leadership Team Training*

1. This training seminar is aimed at incoming Assistant Governors, Committee Chairs and other District Officers to ensure that they are well prepared.
2. Roles will also be discussed in order to ensure that the entire team has a good understanding of the District organization as well as the plans for the year.
3. The goal is to provide each Leader with motivation, inspiration and training to allow an excellent job to be done for the District and Rotary International.
4. The Leadership Team Training will take place as soon after the International Assembly as is practicable.
5. The Incoming District Governor organizes this training seminar with the assistance of the District Trainer.

### *President Elect Training Seminar (PETS)*

1. All Presidents Elect and Secretaries Elect must attend PETS. If a President Elect is unable to attend the PETS, the appropriate AG must organize a special training session prior to the President Elect taking office, in agreement with the DG.
2. All Club Treasurers are strongly encouraged to attend PETS.
3. PETS will take place on the day immediately preceding the District Assembly and Conference.
4. PETS is designed to provide training, motivation and inspiration to Presidents Elect and Secretaries Elect as they must be prepared to administer their clubs in the best possible manner following the guidelines of Rotary International.
5. Other District Officers are welcome to attend as well as other club officers.
6. The Incoming District Governor organizes this training seminar with the assistance of the District Trainer.

### ***District Assembly***

1. All Presidents Elect, Secretaries Elect, Club Committee Chairs and other interested Rotarians are invited to attend the District Assembly.
2. The District Assembly will usually take place during the week of meetings.
3. The District Assembly is designed to provide training, motivation and inspiration to all club leaders to allow them a complete understanding of how to organize and administer a Rotary Club based on the intentions of Rotary International.
4. The Incoming District Governor organizes this training seminar with the assistance of the District Trainer.

### ***District Conference***

1. All Rotarians are invited to the District Conference.
2. The District Conference will usually take place on the Friday and Saturday of the week of meetings. The official opening may take place on the Thursday evening or Friday morning.
3. The District Conference should update the District on the status and programs of the District and of Rotary International. The meeting should be motivational and inspirational as well as informative.
4. The current District Governor organizes the District Conference with assistance from the District Conference Committee and the Council of Governors as required.
5. Past District Governors should be recognized at the Conference and a moment of silence should be held for those Past District Governors who are deceased.
6. There will be a business section of the District Conference to allow for District business. The financial reports, nomination process, and any resolutions may be brought forward at that time. The delegates must submit any substantive resolutions to the District Secretary twenty-one (21) days prior to the Saturday of the meeting in order to ensure appropriate time for review and consideration. Voting will be according to the rules outlined in the RI Manual of Procedure therefore it is important to be financially current as a club and to bring to the District Conference the appropriate voting credentials.

### ***District Conference Committee***

1. This Committee is responsible for organizing all the events for the entire week of meetings. They must arrange for the hotel, travel to and from venues, registration, funding, entertainment, organization of the rooms appropriate for the sessions, translation, training material and any other facilities normally afforded at conferences of this nature.
2. The Chair and the Committee should be appointed as soon as possible in order to ensure sufficient planning time. It is recommended that he/she has worked at District level.
3. The Committee should organize an evening of Home Hospitality.
4. The Committee will ensure that professional translators provide excellent English-French translation for all sessions. All speakers who provide handouts should be asked to provide them in both English and French.
5. All supplies owned by the District should be handed over at the end of the District Conference to the incoming District Conference Chair or incoming District Governor in order that he/she can take them back to prepare for the next year's meetings.
6. The Committee provides accommodations for the Representative of the President of Rotary International.

## **10. Rotary International Nominations**

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There are opportunities for District representatives to be nominated for involvement in Rotary International activities. District 7030 strongly encourages Past District Governors to agree to any appointments or nominations and to do an exemplary job. This involvement will assist District 7030 to develop its reputation as an effective District in the Rotary world. There are some specific positions that need to go through a selection process as outlined by Rotary International.

The Director of Rotary International representing Zone 34 will appoint an Advisory Committee with whom he/she meets once during each year at the Rotary Institute within the Zone. The current District Governor will appoint a Past District Governor to serve on that Committee when requested by the RI Director to do so.

### ***Council on Legislation (COL)***

Every three (3) years the Council on Legislation meets and has one representative from each District around the world. The qualifications for this representative are spelled out in the RI Manual of Procedure and he/she must be a Past District Governor. The Council of Governors selects an individual and an alternate in case the representative cannot attend for some reason. These individuals are thought by the Council of Governors to be able to best represent the interests of the District at the Council on Legislation. They then put these individuals forward for election at the District Conference in order that the District may ratify the selection. This information is then forwarded to Rotary International.

The representative should consult with the District Governor and any interested Rotarians in order to get some input on the issues to be addressed at the Council on Legislation. The representative should share in writing a summary of the information from the Council on Legislation with the District at the first possible opportunity. He/she should also present it at the District Conference immediately following the Council on Legislation.

It is recommended that the representative attend at least two (2) consecutive COL meetings in order to bring the experience from the first one to future meetings. It is a complex process that needs individuals with experience to assist the process in being efficient and effective.

### ***Nominating Committee for Director of Rotary International***

Every fourth year, Zone 34, of which District 7030 is a member, has the opportunity to nominate a Director and alternate to the Board of Rotary International. One Past District Governor from District 7030 needs to be appointed to the Nominating Committee for the Zone to select the nominee and alternate. The same process for the selection of the Council on Legislation representative is followed by the District to select the representative for the Nominating Committee. The Council of Governors recommends the candidates to the District Conference for their ratification.

Any club in the District may nominate an individual to be a Director of Rotary International. The Nominating Committee of the Zone will select the best candidate and alternate for the position.

## 11. District Awards

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The District Governor should reward productive and successful clubs and Rotarians during the District Conference through the awards process. There are awards available from Rotary International and The Rotary Foundation that can be given to deserving individuals in the District. The District Governor should be familiar with these awards and ensure that they are presented to the appropriate individuals or clubs. All awards should be budgeted for in advance.

The District may also have an awards program that recognizes both the clubs and individuals for outstanding work. These awards should be related to the goals and objectives as set by the District Governor prior to the start of his/her year in order that everyone clearly understands what the goals and objectives of the District are and what one needs to do to be recognized for accomplishment.

These awards can include attendance, vocational service, community service, international service and donations to the Rotary Foundation.

The District Governor should make every attempt to align the awards with the goals of Rotary International and the District in order that the entire District is working in the right direction.

## 12. Amendments

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This manual may only be amended at a District Conference by a poll in which the amendment receives the affirmative vote of at least seventy-five per cent (75%) of the electors present and voting in person or by permitted proxy. A majority of clubs in the District shall constitute a quorum at a District Conference. All clubs will be notified of the amendments taken.

### 13. Resolutions

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Resolutions of a substantial nature may be brought to the District Conference for a vote if they have been presented in writing to the District Secretary or the Council Secretary at least twenty-one (21) days prior to the District Conference. Resolutions may be presented by a Rotary Club in the District or by an individual Rotarian or the Council of Governors. Resolutions also need an affirmative vote of seventy-five percent (75%) of the electors present and voting in person or by permitted proxy to be accepted. A majority of clubs in the District shall constitute a quorum at a District Conference.

## **14. Statement of Conduct for Working with Youth**

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Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

## **15. District 7030 Strategic Plan for 2013-2016**

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### ***INTRODUCTION***

This strategic plan was put together by DG Hervé HONORE, DGE Elwin ATMODIMEJO and DGN Milton INNIS, to guide the clubs of District 7030 during the period 2013-2016, and distributed in July 2013. The guidelines herein do not diminish club autonomy or impact established club service projects and goals.



### ***CONTENTS***

- Rotary International Definition
- RI Strategic Plan Areas of Focus and Core Values
- Rotary Foundation Mission Statement
- Rotary Foundation Future Vision Areas of Focus
- Rotary District 7030 Profile
- District 7030 Mission Statement
- District 7030 Administration Objectives
- Administration and Finances
- Training and Development
- District Disaster Relief Fund
- District 7030 Club Objectives for 2013-2016
  - International Service
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  - Vocational Service
  - Youth Service
  - Club Administration and Membership
  - Rotary Foundation



### ***ROTARY INTERNATIONAL DEFINITION***

Rotary International is a worldwide network of inspired individuals who translate their passions into relevant social causes to change lives in communities.

### ***RI STRATEGIC PLAN AREAS OF FOCUS AND CORE VALUES***

1. Focus and increase humanitarian service
2. Enhance public image and awareness
3. Leadership
4. Integrity
5. Diversity
6. Fellowship
7. Service
8. Support and strengthen clubs

**ROTARY FOUNDATION MISSION STATEMENT**

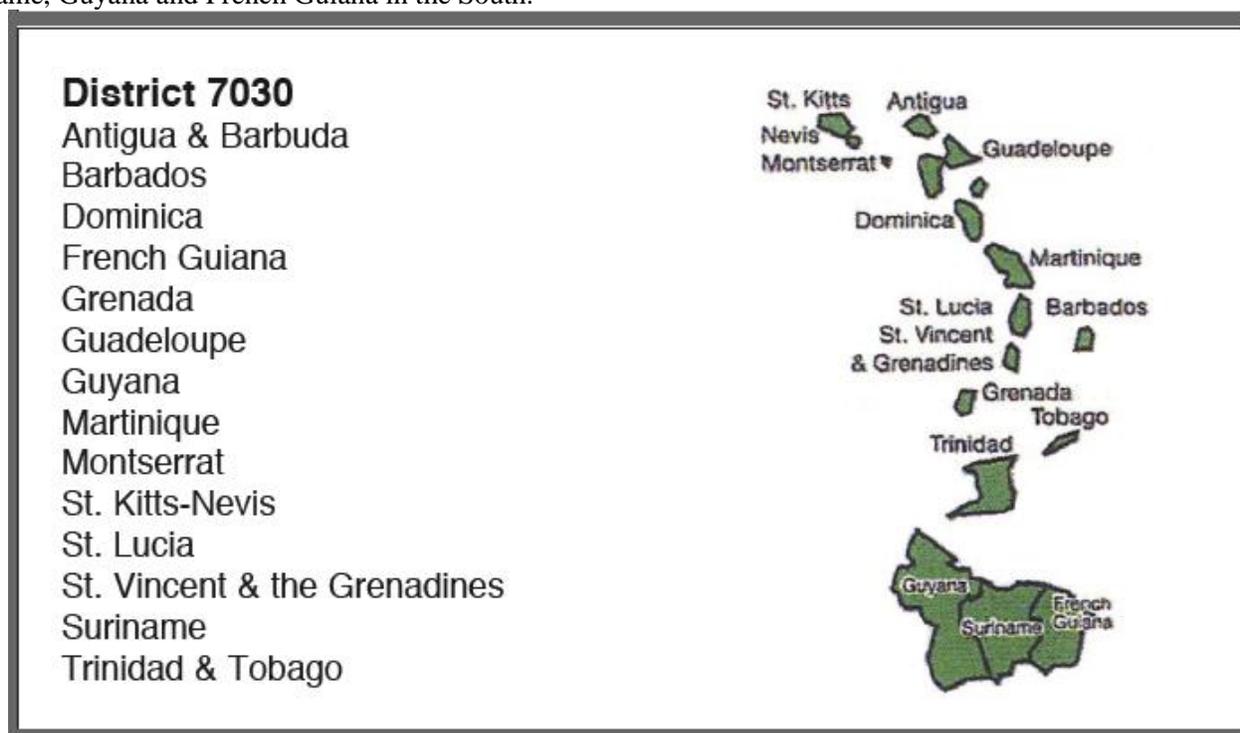
The mission of the Rotary Foundation is to enable Rotarians to advance world understanding, goodwill and peace through the improvement of health, the support of education and the alleviation of poverty.

**ROTARY FOUNDATION FUTURE VISION AREAS OF FOCUS**

- Peace and conflict resolution
- Disease prevention and treatment
- Water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development

**ROTARY DISTRICT 7030 PROFILE**

District 7030 includes 14 countries with 68 Rotary clubs across the Southern Caribbean, from St Kitts in the North, to Suriname, Guyana and French Guiana in the South.



**DISTRICT 7030 MISSION STATEMENT**

The Mission of District 7030 is to be a dynamic and connected Rotary District, harnessing the energy and innovation of our Caribbean people to fulfill our Rotary objective of fellowship through service to humanity.

**DISTRICT 7030 ADMINISTRATION OBJECTIVES**

***Our objective is to strengthen the administration of District 7030 with transparent, cohesive and sustainable management systems.***

- **Administration and Finances**
  - Create and circulate District Manual of Procedure
  - Consider centralization of secretariat and banking operations
  - Archive District financial statements including annual budgets
  - Ensure District financial statements are audited
  - Consider financial support for DGN and DGE travel
- **Training and Development**
  - Create a District training team to implement district wide training in areas such as Volunteer Leadership, PR and Communications and the New Grant Model
- **District Disaster Relief Fund**
  - Receive regular contributions from all Rotarians to ensure maintenance of fund
  - Establish clear and transparent guidelines for management of funds

### ***DISTRICT 7030 CLUB OBJECTIVES FOR 2013-2016***

#### **INTERNATIONAL SERVICE**

***To create partnering opportunities outside the District that focus and increase humanitarian service.***

Each club should:

- Investigate partnering opportunities with clubs in Zone 33 and 34, boosted by participating in the annual Caribbean Partnership Conference.

#### **COMMUNITY SERVICE**

***To create partnering opportunities within the District that focus and increase humanitarian service.***

Each club should:

- Partner with another club in D7030 to undertake a joint community service project and / or friendship exchange.

#### **VOCATIONAL SERVICE**

***To build strong club leaders and vocational excellence.***

Each club should:

- Undertake and / or participate in training and professional development programs to ensure effective succession planning and preparation of future leaders.

#### **YOUTH SERVICE**

***To support youth development and nurture future Rotarians.***

Each club should:

- Support Rotaract, Interact and Early Act in their community / country.
- Meet obligations stipulated in the Rotaract and Interact by-laws.
- Support participation in District youth programs such as RYLA or Model United Nations.

#### **CLUB ADMINISTRATION AND MEMBERSHIP**

***To support and strengthen clubs, and enhance the public image and awareness of Rotary.***

Each club should:

- Retain no less than 85% of membership
- Add at least two (2) members (net) each year.
- Recruit new members using the classification list with the focus on diversity.
- Train club leaders on the new grants model.

- Include Disaster Risk Reduction and Management awareness in program of activities, to mitigate risk and improve recovery. This area of focus will also include Rotarians making regular contributions to the District Disaster Fund.
- Implement the Club Leadership Plan and Five Avenues of Service.
- Develop an effective PR strategy including:
  - Issue of club bulletin / newsletter that is distributed to both internal and external stakeholders
  - Train Rotarians in effective PR and Communication
  - Build strong relationships with local media
  - Effective use of social media strategies.

**ROTARY FOUNDATION**

*To support our Rotary Foundation in humanitarian service including the eradication of polio.*

Each club should:

- Ensure at least 50% of members are Sustaining Members.
- Encourage at least 25% of members to become Paul Harris Fellows.
- Execute at least one (1) annual Polio Plus fundraiser.
- Encourage support of EREY.

## 16. Appendix One: Listing of District Governors

### District 404

Year	RI Theme	District Governor	Club	Territory
1974-1975		John WATTS	Grenada	Grenada
1975-1976		Jean PAYSANT*	Fort-de-France	Martinique
1976-1977		Serge MEES*	Pointe-à-Pitre	Guadeloupe
1977-1978		Osmond HALE*	Port-of-Spain	Trinidad
1978-1979		Fitz HUMPHREYS	St-Thomas	Virgin Islands
1979-1980		Miles A. ROTHWELL*	Barbados West	Barbados
1980-1981		Charlie BRAHAM*	Kingston	Jamaica
1981-1982		Costas COULIANOS*	St.Thomas	Virgin Islands

### District 405

Year	RI Theme	District Governor	Club	Territory
1981-1982		Harry SEGAL*	Port Of Spain	Trinidad
1982-1983		Georges-Louis CLEMENT*	Fort-de-France	Martinique
1983-1984		Neil M. ISAACS*	Georgetown	Guyana
1984-1985		Richard W. JOACHIM*	St. Vincent	St. Vincent
1985-1986		Stanley A. BLANCHETTE*	Barbados	Barbados
1986-1987		Richard W. JOACHIM*	St. Vincent	St. Vincent
1987-1988		Virgil PESTANA*	St. Augustine	Trinidad
1988-1989		L. Earle JOHNSON	Dominica	Dominica
1989-1990		Harold DAVIS*	Georgetown	Guyana
1990-1991		Valentine MOHABIR*	St Augustine West	Trinidad
1991-1992		Gerald THOMAS*	Antigua	Antigua

### District 7030

Year	RI Theme	District Governor	Club	Territory
1992-1993		Alfred LAM*	St. Kitts	St. Kitts
1993-1994		Gérard PETIT*	Basse-Terre Fort S. Charles	Guadeloupe
1994-1995		Ruppert CHEEKES	Port of Spain West	Trinidad
1995-1996		Kristendath (Joe) RAMKISSOON	Port Of Spain	Trinidad
1996-1997		Malcom EDWARDS	Antigua Sundown	Antigua
1997-1998		Henri GUDA	Paramaribo	Suriname
1998-1999		Harry LOUIS	Poine-à-Pitre	Guadeloupe
1999-2000		Suresh RAMLOGAN*	St. Augustine	Trinidad
2000-2001		Ethelbert THOMPSON	Barbados West	Barbados
2001-2002		Paul RODAP	Lamentin	Martinique

Year	RI Theme	District Governor	Club	Territory
2002-2003		Leslie HARRIPAUL	Piarco	Trinidad
2003-2004		Jean-Claude BLANCANEAUX	Remire-Montjoly	French Guiana
2004-2005		David EDWARDS	Barbados	Barbados
2005-2006		Dunstan BARROW	Georgetown	Guyana
2006-2007		Victor PILGRIM	St Augustine West	Trinidad
2007-2008		Cornelis (Cees) DILWEG	Paramaribo	Suriname
2008-2009		Georges NOUH CHAIA	Cayenne	French Guiana
2009-2010		<i>Astra DA COSTA*</i>	<i>Central Port Of Spain</i>	<i>Trinidad</i>
		Georges NOUH CHAIA	Cayenne	French Guiana
2010-2011		Williams A. (Tony) WATKINS	Barbados	Barbados
2011-2012		Lara QUENTRALL- THOMAS	Central Port Of Spain	Trinidad
2012-2013		Stephen RAMROOP	San Fernando South	Trinidad
2013-2014	Engage Rotary, Change Lives	Hervé HONORE	François	Martinique
2014-2015	Light's up Rotary	Elwin ATMODIMEDJO	Paramaribo Residence	Suriname
2015-2016		Milton INNISS	Barbados West	Barbados

(\*) Deceased

## 17. Appendix Two: Form H

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# Form H: Governor-nominee Data Form

**District governor candidate:** Please complete and sign this form, have your club secretary sign it, and submit it to the district nominating committee.

Governor year \_\_\_\_\_ District \_\_\_\_\_ Zone \_\_\_\_\_

Title (e.g., Mr/Ms/Mrs/Dr/Rev) \_\_\_\_\_ Suffix (e.g., Jr/Sr/III) \_\_\_\_\_

Family name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Call name as it should appear on your badge \_\_\_\_\_

Male  Female  Single  Married  Widowed  Divorced

City, country, and year of birth \_\_\_\_\_

Member, Rotary Club of \_\_\_\_\_  
*(official name of club, including country)*

RI membership ID number \_\_\_\_\_ Year you first joined Rotary \_\_\_\_\_

Current (or former, if retired) classification \_\_\_\_\_

Current (or former, if retired) firm and position \_\_\_\_\_ If retired, year of retirement \_\_\_\_\_

**Per RI Bylaws 15.070.3, a qualified Rotarian must have served a full term as club president, or as charter president from the date of charter to 30 June (six-month minimum), at the time of nomination.**

Rotary club(s)	Length of membership	Rotary year served as president
_____	_____ Years	_____ - _____
_____	_____ Years	_____ - _____

**Phone** *(include country/city or area codes)*  
 Residence \_\_\_\_\_  
 Business \_\_\_\_\_  
 Mobile \_\_\_\_\_

**Fax** *(include country/city or area codes)*  
 Residence \_\_\_\_\_  
 Business \_\_\_\_\_

**E-mail address** (for RI correspondence and publication in *Official Directory* and *International Assembly Participants* book)  
 \_\_\_\_\_

**Preferred mailing address\***

\*If this address is a post office box, please provide an alternate address for courier delivery.

Line 1 \_\_\_\_\_  
 Line 2 \_\_\_\_\_  
 Line 3 \_\_\_\_\_  
 Line 4 \_\_\_\_\_

Country \_\_\_\_\_  
 \_\_\_\_\_



# Form H

### Alternate mailing address

Line 1 \_\_\_\_\_  
 Line 2 \_\_\_\_\_  
 Line 3 \_\_\_\_\_  
 Line 4 \_\_\_\_\_  
 Country \_\_\_\_\_

### Language Preferences

Language(s) you wish to use for communicating with RI (listed in order of fluency):

Read \_\_\_\_\_ Speak \_\_\_\_\_

For each of the following, please choose *one*:

International Assembly sessions

- English     French     Japanese     Korean     Portuguese     Spanish

Rotary publications produced in 6 languages

- English     French     Japanese     Korean     Portuguese     Spanish

Rotary publications produced in 9 languages

- English     French     German     Italian     Japanese     Korean  
 Portuguese     Spanish     Swedish

Rotary publications produced in 12 languages

- Chinese     English     Finnish     French     German     Italian     Japanese  
 Korean     Portuguese     Spanish     Swedish     Thai

### Personal History (please do not use abbreviations)

**Business and Professional Organizations** (listed in order of importance; use an additional sheet of paper, if necessary):

Organization	Office	Dates Office Held	Dates of Membership
1. _____	_____	_____	_____
2. _____	_____	_____	_____

**Social and Civic Organizations** (listed in order of importance; use an additional sheet of paper, if necessary):

Organization	Office	Dates Office Held	Dates of Membership
1. _____	_____	_____	_____
2. _____	_____	_____	_____

**Business/Professional Career** (please provide a brief outline, including each firm and dates):

Principal Hobbies (list two):



## Form H

### Spouse Information (if applicable)

 Male     Female

Title (e.g., Mr/Ms/Mrs/Dr/Rev)

Suffix (e.g., Jr/Sr/III)

Family name

First name

Middle initial

Name as it should appear on your badge

Phone

E-mail

Fax

Language fluency for International Assembly discussions (choose one):

 Chinese     English     French     German     Hindi     Italian  
 Japanese     Korean     Portuguese     Spanish     Swedish

Language preference for RI mailings (choose one):

 English     French     Japanese     Korean     Portuguese     Spanish

#### *For Rotarian spouses only:*

Spouse ID number \_\_\_\_\_

Member, Rotary Club of \_\_\_\_\_

Highest office held \_\_\_\_\_

(official name of club, including country)

### Photos

If you are selected as governor-nominee, RI will need a head-and-shoulders photograph of you and of your spouse (individually, not as a couple) for the *International Assembly Participants* book. **Digital photos in high-resolution .jpg format are preferred.** E-mail your photo, along with your full name, district number, and the Rotary year in which you will serve, to [dgn.photo@rotary.org](mailto:dgn.photo@rotary.org). Photos are due by 30 June.

If you choose to submit a hard-copy photograph, it must measure at least 4 x 5 in./10 x 12.5 cm. The photo with your full name, district number, and the Rotary year in which you will serve clearly printed on the back **must** be submitted with this form.

Please indicate how your photos are being submitted:

- Digital photos e-mailed to [dgn.photo@rotary.org](mailto:dgn.photo@rotary.org)  
 Hard-copy photos attached (**do not staple** photo to this form)



# Form H

All signatures on this page must be handwritten (electronic signatures are not acceptable).

### CANDIDATE'S STATEMENT

I hereby state that I understand clearly the qualifications, duties, and responsibilities of the office of district governor as set forth in the RI Bylaws and that I am fully qualified for said office and willing and able, physically and otherwise, to assume and fulfill the duties and responsibilities of that office and to perform them faithfully. Further, I have read and agreed to abide by the district governor code of ethics, as detailed in the Rotary Code of Policies. I understand that if selected, I must attend, for their full duration, the governors-elect training seminar in my zone and the International Assembly to be held the Rotary year before taking office. I have read this form in its entirety and certify that all the information provided on this form is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

### CLUB'S STATEMENT OF CANDIDATE'S QUALIFICATIONS

The candidate herein mentioned is a member in good standing of the Rotary Club of \_\_\_\_\_. The club further attests that this member has been duly suggested for the office of district governor under RI Bylaws 13.020.4 and meets the qualifications as specified in RI Bylaws 15.070 and that the club membership information on this form is accurate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Secretary's Name

\_\_\_\_\_  
Club Secretary's Signature

### CERTIFICATE OF DISTRICT NOMINATING COMMITTEE

The undersigned members of the District \_\_\_\_\_ Nominating Committee hereby certify that the candidate whose name appears on this form, to the best of the committee's knowledge, has not violated any of the rules on campaigning, electioneering, or canvassing as stipulated in RI Bylaws 10.060. (If the committee has more than five members, please attach a separate list.)

Names
_____
_____
_____
_____
_____
_____

Signatures
_____
_____
_____
_____
_____
_____

### CERTIFICATE OF NOMINATION

The Rotarian named on this form is a member in good standing of the Rotary club listed and was duly nominated for district governor in accordance with the provisions of the RI Bylaws.

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Governor's Name

\_\_\_\_\_  
District Governor's Signature

**District governor:** Please mail, fax, or e-mail *all* pages of this form, including any additional sheets or photos, to your CDS representative by 30 June.