

ROTARY INTERNATIONAL DISTRICT 6330

Rotary
District 6330



POLICIES, PROCEDURES, AND RESOLUTIONS
(2018-2019 edition)



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PREAMBLE

These policies, procedures & resolutions are created as a guideline for the District Governor and the Rotary clubs in the operation of Rotary International District 6330. Nothing in these policies, procedures and resolutions is intended to modify or be in conflict with existing code of policies, constitutional documents, or Manual of Procedure issued by Rotary International (hereinafter referred to as RI). If such conflict does occur, the policies of Rotary International shall prevail.

The current Manual of Procedure is adopted by District 6330 as a reference for all matters, including but not limited to voting at a district assembly or conference.

These policies will be reviewed annually. Amendments to these policies, procedures and resolutions shall be considered at the district conference. The agenda, budget, wording for any proposed amendments to these policies, procedures and resolutions, and any other supporting information shall be made available to each club not less than four (4) weeks prior to the District Assembly.

All previous policies, procedures and resolutions are hereby declared null and void, and these policies, procedures and resolutions supersede and are hereby approved as of June 11, 2016; and shall remain in full force and effect until amended or repealed by Rotary International or by action of the District Conference.

1. ROLE OF THE DISTRICT

The activities and organization of District 6330 shall exist to assist the individual Rotary clubs to advance the Object of Rotary.

2 DISTRICT ORGANIZATION

2.1 DISTRICT OFFICERS

The officers of District 6330 shall be:

(a) The District Governor is the officer of Rotary International functioning under the general control and supervision of the Board of Directors, Rotary International, according to the duties set out in the RI Bylaws.

It is the responsibility of the District Governor to ensure the constitution and bylaws of the clubs comply with the constitutional documents, especially following councils of legislation.

In cooperation with the District Governor-Elect, the District Governor shall be entrusted with the affairs of the district and administration of the clubs, subject to these policies, procedures and resolutions, and amendments approved at the district conference. He or she shall annually hold a District Training Assembly for the purposes outlined in the Manual of Procedure. Any matters

required by RI to be considered at the District Conference shall be reserved for the District Conference.

(b) The District Governor-Elect, whose duties include planning, organizing and implementing the District Institute (for incoming Assistant Governors, and other district leaders), Presidents-Elect Training seminar, District Training Assembly and such other duties as prescribed by the District Governor

(c) The District Governor Elect may select one available Past Governor to be named Vice Governor, who shall serve during the year following selection. The Role of the Vice Governor will be, to replace the Governor in case of temporary or permanent inability to continue in performance of the Governor duties.

If a Vice Governor is proposed. The name shall be provided to the Nominating Committee so they can report to the District.

(d) The District Governor shall appoint a District Treasurer, whose duties will include:

1. Receiving and depositing district funds in the district bank accounts;
2. Preparing and drawing cheques for disbursements in accordance with the budget and the District Governor's direction, against the district bank accounts;
3. Maintaining books and records of account, and reporting to the District Governor;
4. Maintaining investments in accordance with the direction of the finance committee;
5. Arrange for the independent review within three months of the close of the Rotary year.

The appointment is for a one (1) year term which may be renewed at the discretion of subsequent District Governors. The same individual should not be named to serve in the position of District Treasurer for more than a total of five (5) years.

(e) The District Governor may appoint a District Secretary, whose duties will include:

1. Assisting the Governor in making arrangements for District meetings;
2. Handling correspondence as directed;
3. Compiling minutes of district meetings.

The appointment is for a one (1) year term which may be renewed at the discretion of subsequent District Governors. The same individual should not be named to serve in the position of District Secretary for more than a total of five (5) years.

(f) The District Governor-Nominee whose duties shall be assigned by the District Governor.

(g) The District Trainer shall assist district officers in the facilitation of leadership training meetings within the district in accordance with guidelines established by Rotary International.

(h) The Assistant Governors (see section 3.2).

The district officers, with the exception of the District Governor Elect and Nominee, serve at the discretion of the District Governor.

District Areas

District 6330 will be reduced to 8 Areas with 8 Assistant Governors for club support.

To be reviewed for 2018/19 going forward, as to number of Areas and the number of Assistant Governor's

2.2 DISTRICT COMMITTEES

The district organization should be only as extensive beyond the minimum required by RI as the District Governor deems necessary for the effective promotion of the program of Rotary International in the District. The District Governor, while an ex-officio member of all District Committees except the Nominating Committee, is encouraged to delegate responsibility through district organization in accordance with the following guidelines:

- (a) The District Governor is urged to provide continuity in district organization. However, to make use of as many qualified Rotarians as possible, the Board of Directors of RI urges District Governors as a matter of policy to observe a three year limitation on the length of service of chairpersons and members of District and Multi-district Committees.
- (b) The Governor's Leadership team shall serve at the discretion of the District Governor with the District Governor as Chair. The Governor's leadership team would be comprised of the Immediate PDG, current DG, DGE, DGN, DGND, and up to 2 more PDGs. The purpose of the Governor's Leadership team would be to develop, coach, mentor, support and act as a resource for today's leadership as well as the future leaders in the District. The Governor's Leadership Team may utilize other individuals in the District from time to time where their expertise is required for the administrative or operational functions.
- (c) The District Governor shall appoint experienced Rotarians as chairpersons for committees of the District. The chairpersons may select Rotarians to serve on their committees and are encouraged to consult with past RI officers, Assistant Governors, and other informed Rotarians.
- (d) All committees and councils which receive or expend funds for or on behalf of the district shall prepare and submit a financial report to the Treasurer prior to August 1st of the year following the year of service.
- (e) Suggested committees include, but are not limited to, as per the list of RI structured programs and service opportunities.

1. Club Extension.

This committee works with the District Governor, the "special representative" and the RI extension task force personnel to extend Rotary throughout the district. It will study and

develop effective strategies for the promotion and encouragement of extension and will continuously undertake the necessary surveys in communities where Rotary extension appears possible.

2. Membership Development and Retention.

This committee will encourage the expansion and retention of the membership of individual Rotary clubs by providing information and assistance. It may draw upon the resources of the RI Membership Development Task Force.

3. Finance.

The membership of the Finance Committee shall be the:

- a) District Governor-Elect, who shall serve as chairperson
- b) District Treasurer
- c) District Governor
- d) District Governor Nominee
- e) Foundation Chair
- f) Two Past District Governors, each of whom should serve two years, on a rotating basis such that only one new member is appointed annually.

Past District Governors serving on the Finance Committee may serve for more than two years at the discretion of the Chair (DGE).

Quorum: A quorum for a Finance Committee is achieved when the District Governor-Elect, the Treasurer and any three other members are in attendance.

Should a vacancy occur, the Governor in office shall appoint an experienced Rotarian to fill the vacancy.

The duties of the Finance Committee shall be:

- a) To review and study the necessary expenses of district administration;
- b) To prepare a budget of district revenues and expenditures, in cooperation with the District Governor and the District Governor-Elect, which shall be submitted to the clubs at least four (4) weeks prior to the District Assembly, and approved at a meeting of the incoming club presidents at District Training Assembly, as well as approval at the Business meeting of the District Conference.

4. Nominating Committee.

The committee shall be made up of the 5 panel members including the immediate Past District Governor who will act as chair with four (4) additional members selected by the District Governor. Members of the committee will be PDGs who served in District 6330 and may include the current District Governor. Failing the ability of the immediate Past District Governor to serve as chairperson of the committee, the role of chair will be passed to the then next Past District Governor. All members shall be Rotarians who are current active members of a Rotary club of District 6330. No member of the nominating committee shall serve more than two (2) consecutive terms; however, eligibility may be regained after a lapse of one (1)

year from the committee. The committee shall adhere to the requirements of the Bylaws of Rotary International.

5. The Rotary Foundation.

Under the leadership of the District Rotary Foundation Chair, this committee shall contribute to the international initiative to further the understanding and friendly relations between peoples of different nations by the achievement of world understanding, goodwill and peace through international humanitarian and educational programs. Subcommittee chairs shall be selected by the District Rotary Foundation Chair with collaboration of the District Governor. The District Governor and the District Rotary Foundation Chair shall serve as voting members of all subcommittees. The District will maintain the following standing Foundation Subcommittees:

- a) Annual Fund. This committee supports the efforts of clubs to fulfill their commitments to the Rotary Foundation Annual Fund. It assists the District Governor and District Rotary Foundation Chair with promoting the donations to and the usage of annual funds.
- b) Endowment Fund. This committee promotes donations to the Rotary Foundation Permanent Fund through bequests and cash gifts. The committee works with the Regional Rotary Major Gifts Officer to assist district Rotarians with planning for major gifting.
- c) Polio Eradication. This committee works with the Regional End Polio Now Coordinator to coordinate donations to Rotary's polio eradication effort. Committee members may be called upon to do club and district presentations to keep Rotarians informed on polio progress.
- d) Grants Committee. All applications for Global Grants and District Grants shall be reviewed for both applicability and amount by the District Grants Committee.

The committee is composed of:

- Grants Committee Chair
- District Governor
- District Governor-elect
- Foundation Chair

The Grant Committee Chair shall be responsible for distributing the applications, securing the answers to any committee questions and for communicating the committee decisions back to the applicant clubs.

- e) Scholarships. This committee is responsible for interviewing candidates for all scholarships funded through District Rotary Foundation Chair. The committee also assists in the training and subsequent progress tracking of successful candidates.
- f) Peace Fellowships. This committee promotes Rotary Peace Fellowship study opportunities to district clubs and potential candidates within the district. The committee interviews fellowship candidates and recommends qualified candidates to the Rotary Foundation for final selection.

g) Alumni. This committee is responsible for staying in communication with former participants in Foundation activities including, but not limited to, scholarship recipients and Group Study Exchange team members. This committee may seek support from the Rotary Foundation Alumni Coordinator.

h) Paul Harris Society. The purpose of the committee is to enroll new members to the Paul Harris Society and to recognize the ongoing donation of members to The Rotary Foundation. Membership in the Paul Harris Society is attained by a pledge to donate at least \$1,000 US per year to The Rotary Foundation.

6. Rotaract.

This committee promotes the development of school or community based service clubs for young adults between the ages of eighteen and thirty. Each Rotaract club is sponsored by a Rotary club and is dedicated to fellowship, community and international service projects.

7. Interact.

This committee promotes the development of school or community based clubs for school students between the ages of twelve and eighteen.

8. On to Convention.

This committee will promote attendance at the annual Rotary International convention. Membership should include but not be limited to Rotarians who have attended such conventions.

9. World Community Service.

This committee may provide information and/or assistance to clubs regarding appropriate world community service projects and will assist the District Governor in screening such projects prior to submission to RI or involving other Rotary clubs within the district.

10. Rotary Recreational and Vocational Fellowships.

This committee, whose purpose is to unite Rotarians who have common recreational or vocational interests, encourages Rotarians to join fellowship groups and may assist in the planning of district activities for the promotion of friendships within the groups.

11. Rotary Youth Exchange.

This committee oversees and operates the Youth Exchange program in concert with the Central States Youth Exchange Program, increases awareness among Rotarians about RI and district youth programs, provides information about resources available to clubs, identifies successful club and district programs, monitors activities to promote and facilitate youth projects, and develops suggestions and recommendations for the District Assembly and the District Governor intended to strengthen Rotary's youth programs.

The Rotary Youth Exchange Committee is responsible for the budget and reports annually to the District Finance Committee.

12. District Conference Committee.

This committee shall work closely with the District Governor in the planning, organizing and conducting of the district conference.

13. Public Relations.

This committee works to advance the recognition and public image of Rotary.

14. Training Resource Group.

The Training Resource Group, following the guidelines outlined in the Rotary Code of Policies will support the training objectives and goals as documented in the District Strategic Plan.

Support the training goals of the district and Club Leadership Plans with emphasis on:

- Elements of an Effective Club
- Implementation of the Club Leadership Plan
- Establishment of a District training culture to increase Rotary knowledge and organization awareness.

15. Council on Legislation.

In the Rotary year two years before each council, the clubs in each district select a Rotarian to represent them at the Council. These representatives are the voting members of the Council and will serve for a three-year term.

Duties: The Council on Legislation (COL) representative shall serve as the district's resource person for matters pertaining to the constitution and bylaws of Rotary International and the district clubs, specifically:

- 1) Assist clubs in the district with implementation of the constitutions and bylaws of Rotary International and of the clubs

- 2) Assist the clubs and the district with the process of submitting proposals for enactment and defend those at the COL meeting.
- 3) Represent the district at the COL triennial meeting and with the Council on Resolutions
- 4) Keep clubs educated and updated on changes in constitutions and bylaws.
- 5) Participate in all required training for COL representatives.

Selection: Representatives shall be selected by the district nominating committee via the procedure as set forth for the selection of district governors. An alternate is also chosen to serve if the representative is unable to carry out the duties as defined. The nominating committee may elect the prior alternate to the COL representative position and only interview candidates for the alternate position.

Qualifications: Representatives must have served a full term as an officer of RI (or, under special circumstances, be currently serving as governor or governor-elect) and be a member of a Rotary club in the district represented at the time of their election. To qualify for service at the Council, a representative must be informed of the qualifications and submit to the general secretary a statement that the Rotarian:

- 1) Understands clearly the qualifications, duties, and responsibilities of a representative.
- 2) Is qualified, willing and able to assume and faithfully perform those duties and responsibilities
- 3) Will attend the council for its full duration. No Rotarian shall attend more than two Councils on Legislation as a representative.

16. Strategic Planning Committee.

The activities and organization of Rotary District 6330 exist solely to help the individual clubs advance the object of Rotary. Additionally, to further the incorporation of the Club Leadership Plan within Rotary Clubs by establishing a planning culture within District 6330.

Mission of the Strategic Planning Committee: Assist Rotary Clubs of District 6330 fulfill the mission of Rotary International.

District 6330 integrates strategic planning efforts by:

- Reviewing Rotary International policies, directives and priorities to establish strategic directions and setting annual District goals;
- Updating the strategic plan annually with input from Rotary clubs within the District, and reporting on changes and amendments to the strategic plan annually at the Annual General Meeting;
- Assigning each of the plan's priorities to an appropriate District committee for further planning, implementation, monitoring, and reporting back to the District and its clubs;
- Ensuring that the Policies, Procedures and Resolutions of the district are updated regularly and are kept current;
- Encouraging Rotary Clubs to engage in a strategic planning process, and providing support and guidance.

The membership of the Strategic Planning committee shall be the:

- a) District Governor
- b) Immediate Past District Governor
- c) District Governor-Elect
- d) District Governor-Nominee (Chairperson)
- e) District Governor Nominee Designate
- f) Two Past District Governors, appointed by the District Governor-Elect for the year he or she is to serve as District Governor. Past District Governors serving on the Strategic Planning Committee serve at the pleasure of the District Governor and may serve for two consecutive years.

Quorum: A quorum for a Strategic Planning Committee meeting is achieved when the District Governor-Nominee, District Governor-Elect, District Governor and any two other members are in attendance. Should a vacancy occur, the governor in office shall appoint a Past District Governor to fill the vacancy.

Other Committees

Other committees may be activated by the District Governor as needed to fulfill the goals of RI and of the District.

Council of Past District Governors

In addition to the above committees, there shall be a Council of Past District Governors composed of all Past Governors who are members of clubs within the district. The governor-elect shall appoint a chairperson of the Council for the year he or she is in office. The Council may be called and directed by the governor usually at the governor's advice during the second and fourth quarter of the year; (a) as Governor-Elect, to inform the current and Past Governors about the news of Rotary International and to receive information on the District; and (b) as Governor, to discuss the issues of the District.

The District shall maintain a Youth Protection Policy as required by Rotary International. Implementation and stewardship of said policy shall be the responsibility of the District Youth Protection Officer. Changes to the policy must be reviewed by the Strategic Planning Committee and approved by a vote of the majority of clubs present at the District Annual Meeting.

3 DISTRICT 6330 LEADERSHIP PLAN

3.1 THE TRAINING AND USE OF ASSISTANT GOVERNORS

A district leadership plan shall be in accordance with the guidelines established by Rotary International. The structure requires:

- attendance at the District Leadership Training Program;
- utilizing Assistant Governors to provide greater service and more contact with the clubs in advancing the work of Rotary in District 6330;
- supporting and encouraging each club on a regular and personal basis;
- assisting the District Governor in developing and implementing goals within the District.

3.2 APPOINTMENT AND TERMS OF OFFICE OF ASSISTANT GOVERNORS

In consultation with the district governor, present sitting AGs, and past District Governors, Assistant Governors shall be appointed annually not later than November 30 of the Rotary year prior to taking office by the governor-elect for a term of one year and shall serve a maximum of three one-year terms. The Assistant Governors serve at the pleasure of the district governor and are expected to have oversight and leadership responsibility for clubs in their area.

3.3 QUALIFICATIONS FOR ASSISTANT GOVERNORS

Suggested minimum qualifications for Assistant Governors are:

- membership, other than honorary, in good standing in a club in the district for at least three years;
- Service as a club president for a full term;
- Willingness and ability to accept the responsibilities of Assistant Governor;
- Demonstrated outstanding performance at the district level; and
- Potential for future leadership in the district.

4 THE ROTARY FOUNDATION

The purpose of these guidelines is to encourage Rotary and Rotaract Clubs and their members in District 6330 to carry out humanitarian service projects and educational initiatives.

These guidelines are to ensure stewardship and accountability of Rotary Foundation funds entrusted to District 6630 Rotarians, to establish financial guidelines and for oversight of Rotary Foundation funds.

The mission of the Rotary Foundation of Rotary International 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.

The Mission of Rotary International District 6330 is:

- To support the clubs in District 6330 in fulfilling the Objects of Rotary;
- To promote the concept of service as a worthy endeavour;
- To advocate support for the Rotary Foundation;
- To strengthen and expand Rotary to communities in District 6330;
- To facilitate club, multiple club and district projects.

4.1 Where there is a conflict between District 6330 guidelines and the policies, by-laws or rules of The Rotary Foundation (TRF) or of Rotary International (RI), the TRF or RI policy will apply.

4.2 Each year, no later than April 30th in the year prior to the program year, the District Foundation Committee in consultation with the District Governor-Elect will determine the percentage, not to exceed 50%, of the District Designated Funds that the District will apply for as a District Grant from The Rotary Foundation

4.3 To be eligible to apply for Grant funds, District Rotary and Rotaract clubs must be qualified under the terms and conditions established by The Rotary Foundation and/or by the District. Club Qualification Requirements include:

- A signed memorandum of Understanding (MOU) in prescribed form signed on behalf of the club, and
- Prior to the start of each program year, one or more club members attend a Rotary Foundation training session sponsored by the District. It is recommended that the President-Elect and Club Foundation Chair attend.
- The Club, other than newly chartered clubs, having demonstrated financial support for the Rotary Foundation by making contributions to the Annual Programs Fund of the Foundation in at least one of the preceding three years, and
- The club is not delinquent in meeting the reporting requirements established by The Rotary Foundation and the District Foundation committee, and
- The club is not delinquent in payment of dues or other debts for more than ninety (90) days to District 6330, Rotary International or The Rotary Foundation.
- Club qualification is renewed annually.

4.4 Rotary and Rotaract Clubs planning to apply for District Grant funds during the following program year will first submit a brief project proposal to the District Grants Committee in accordance with the District Grants spending plan, the proposal is to include:

- An overview of the project, which includes costs
- The specific needs that the project will meet, and
- The project partners, and
- A media publicity plan, and
- The project timeline including final report date.
- Details of Rotarian involvement.

4.5 Subsequent to April 30th of the year prior to the program year and prior to the commencement of that program year the District Foundation Committee, in consultation with the District Governor-Elect will prepare a Spending Plan for the use of the District Grants funds. The spending plan will be submitted to The Rotary Foundation in support of the district's application for a District Grant.

4.6 In preparing the spending plan for the District Grant funds, the District Foundation Committee, in consultation with the District Governor-Elect, may:

- Designate funds for projects that meet priorities established by the District Governor-Elect;
- Designate funds for projects that meet the goals established by the President of Rotary International or the Trustees of The Rotary Foundation;
- Establish as a contingency reserve, an amount, not to exceed twenty percent (20%) of total District Grant funds, to be applied during the program year to unplanned projects arising during the program year due to unforeseen circumstances;
- Set aside up to three percent (3%) of total District Grant funds to meet administrative expenses incurred during the program year.

4.7 Subsequent to April 30th of the year prior to the program year, the district may apply in the prescribed form to The Rotary Foundation for a District Grant, the application to include the Spending Plan.

4.8 The District may only apply to The Rotary Foundation for one District Grant in any program year. The Rotary Foundation will not release new District Grant funds until it has received and approved the Final Report for the preceding years District Grant. D6330 clubs will receive District Grant funds upon receipt of a full and acceptable Final report for each approved project grant no later than May 31st of the program year.

4.9 District Grant funds will be managed and disbursed under control and supervision of the District Foundation Committee in consultation with the District Governor for the program year.

Specifically:

District Grant disbursements must have prior written approval of the Grant Foundation Committee.

- Cheques will be signed by any two of the District Governor for the program year, the District Foundation Chair, and the District Treasurer, for the program year.
- The District Foundation Committee will establish and maintain a bank account exclusively for the receipt and disbursement of District Grant funds, such bank account to be managed by the District Treasurer.
- The District Treasurer will maintain adequate and appropriate accounting records of all District Grant funds, including monthly bank reconciliation, and provide a monthly summary report to the district Governor and to the Foundation Chair.

4.10 The District or one or more Rotary or Rotaract Clubs in District 6330 may, after May 1st of the year prior to the program year and at any time during the program year, submit a written application in the prescribed form, to the District Grants Committee for funding one or more of:

- International or local service projects that meet the goals of The Rotary Foundation and are approved by the District Foundation Committee
- Volunteer service travel related to a grant project
- Disaster relief
- Scholarships
- Vocational training

Pending availability of funds preference will be given to those projects which demonstrate the potential for sustainability. Applications for District Grant funds must include a plan for public awareness and media relations regarding the project.

4.11 Applications for District Grant funds will be competitively reviewed for merit by the District Foundation Committee. Proposals, Applications, Budget, Finance, Final Report and all supporting documents must be in English and in Canadian or US funds.

4.12 District Grant funds will not be awarded if either the host partner and/or the international partner are, at the time of the grant application, suspended by The Rotary Foundation.

4.13 Project sponsors are encouraged to partner with other clubs or districts where possible.

4.14 Sponsors of District Grant projects may partner with non-Rotarian organizations, either local or international, provided there is an active Rotarian involvement in the design, planning, or implementation of the project. Financial support for a project does not, of itself, constitute significant and active involvement in the project.

4.15 A club which files an application for District Grant funds must state in writing any real, potential or perceived conflict of interest involved in the project. The conflict of interest as set out in TRF Code of Policy

7.030. "Conflict of Interest Policy for Program Participants" will apply in District 6330.

4.16 It is the responsibility of project sponsor clubs to establish that the intended project qualifies for funding under the eligibility requirements set forth in The Rotary Foundation Grant Terms and Conditions.

4.17 Subject to availability of funds, the district will match \$0.50 for every \$1 of club generated funds up to a maximum in any program year of US \$2000. The club may apply for more than one District Grant in any program year providing the total grant disbursement to the club does not exceed US \$2000.

4.18 District Grant funds will be paid to the Club after a complete Final report for each approved project is received.

4.19 The District or any club of District 6330 awarded a grant must establish a Grant Project Committee, consisting of no fewer than three Rotarians.

4.20 The terms of any grant award and the scope of any grant project may not be altered subsequent to approval of the grant application without the prior written approval of the District Foundation Committee.

4.21 The project for which District Grant funds have been applied must not start until after the grant has been approved in writing by the District Foundation Committee.

4.22 A club in District 6330 awarded District Grant funds must maintain appropriate cash management, documentation, and accounting procedures to ensure adequate stewardship of grant funds. District Grant funds should be held and disbursed from a dedicated project bank account. The documentation must be retained in a readily accessible location for a period of 5 (five) years and include the approved grant application, quotations, invoices, bank statements, final reports and confirmation by the beneficiaries and project sponsor that the project has been completed.

4.23 The Club Project Committee will provide copies of all District Grant funding proposals and applications, grant approval letters, and copies of all supporting documentation to the District Foundation Committee with the final report.

4.24 One or more clubs in District 6330 which have received District Grant funds and subsequently fail to meet the project reporting requirements will lose their qualification, and will be ineligible for further grant funds, either District Grants or Global Grants, until:

- All outstanding reports and supporting documentation have been filed satisfactorily, and
- The District Foundation Committee has closed the grant, and
- The club or clubs have been re-qualified.
- If reporting requirements are not satisfied the Club may be required to repay funds received.

4.25 Upon completion of a District Grant funded project, any unspent funds will be returned to the District Foundation Committee by the Club Grant Project Committee within sixty (60) days of completion of the project.

4.26 Grant applications which are not funded in any one program year will not be carried forward from one program year to the next. A new Grant application must be filled out for the following program year.

4.27 On or before July 31st of the following Rotary year, any District Grant funds remaining unspent at the conclusion of the program year will be returned to The Rotary Foundation, and will be credited back to the district's District Designated Global Fund balance for the following program year.

4.28 The District Foundation Committee will:

- Cause complete documentation relating to the receipt and disbursement of grant funds to be maintained in electronic or paper format in secure storage for five (5) years or such time as directed by the district, and readily available for subsequent review. Documentation to be retained includes the original grant proposal and spending plan, original approved grant

- application, invoices, bank statements, interim and final project status reports, and confirmation from the project sponsors that projects have been completed.
- Establish a protocol for purging and disposing of records.
 - Inform District 6330 Rotarians concerning the use of District Grant funds and encourage publicity related to District Grant funded projects.
 - Highlight District Grant funded projects on the District website, district newsletter, district seminars, and training events.
 - Maintain a liaison with the District Public Relations Committee to ensure District Grant funded projects are publicized in a variety of media.
 - On or before August 1st each year post on the District Website details of all District Grant funded projects, including the club name, a brief description and the dollar amount of each project for the previous program year.
 - Meet no less frequently than once every three (3) months for the purpose of reviewing open, in process and closed District Grant funded project, project interim and final reports, and interim financial reports. The committee may meet via conference call or other electronic means.
 - Commission an independent financial review of District Grant financial records and grant documentation, such review to be concluded no later than September 30th of the Rotary year following the program year. The review will be undertaken by a professional accountant (CA or CGA), Rotarian or non-Rotarian, and who is not directly involved in a District Grant funded project during the review program year.

5 CLUB PRESIDENTS-ELECT TRAINING SEMINARS (P.E.T.S.)

Club Presidents-Elect training seminars are informational programs that are planned, organized, and implemented by and under the direct authority and control of the District Governor-Elect, in cooperation and coordination with the District Governor, at no cost to Rotary International for the purpose of:

- a) emphasizing the theme announced by the Rotary International President;
- b) describing the new and continuing programs of Rotary International and its foundation;
- c) planning club and district programs and activities for the succeeding year;
- d) motivating Club Presidents to develop their leadership roles;
- e) informing Club Presidents about the operations and activities of the district.

P.E.T.S. shall be held annually, preferably in March. The Presidents-Elect shall attend the District Presidents-Elect Training Seminar and the District Training Assembly, unless excused by the District Governor-Elect. If unable to attend this district's PETS, the President-Elect may, with the approval of the District Governor-Elect, attend a similar seminar in another district. If excused from attending PETS, he or she shall send a designated representative from the club, whose duty it will be to report

back to the president-elect. It is recommended that the expenses of the incoming Club President be paid by his or her club.

6 DISTRICT TRAINING ASSEMBLY

The District Training Assembly shall be held annually as required by Rotary International to provide Rotary instruction, information and coordination of district activities in accordance with the bylaws of Rotary International. The assembly shall be planned and conducted by the Governor-Elect with the cooperation of the Governor. The Assembly shall be held at such time and place so that it will not conflict with the attendance by any District Assembly participant at the RI Convention.

Those specifically invited shall include the incoming Presidents, Club Secretaries, and such other incoming club leaders as the Board of Directors of Rotary International may designate. Incoming club officers and members of the Boards of Directors of the clubs of the District, to be eligible to serve in the next Rotary year, shall be invited to attend the district assembly. If excused by the governor-elect, the incoming president shall send a designated representative from his or her club whose duty it shall be to report back to the incoming president. It is recommended that the expenses of the incoming Club President and Secretary to attend the assembly be paid for by their club.

7 DISTRICT CONFERENCE

The District Governor shall hold a District Conference within or outside the district during his or her year as Governor, at such time and place as agreed upon by the Governor and the Presidents of the majority of the clubs in the district, at the previous District Conference. A District Conference held outside the District must be in accordance with RI policy.

7.1 FINANCING THE DISTRICT CONFERENCE

- A) A District Conference levy will be paid on a per capita basis by each club in accordance with an assessment approved in the annual budget in the year prior to the conference.
- B) The district shall pay a sum as approved in the annual budget to the club responsible for the district conference. Other revenue required to pay for the expenses of the district conference shall be from meal costs, additional conference activity fees, sponsorships and private donations.
- C) The host club will plan for at least a financial breakeven outcome on the conference without further funding from the District and shall present its budget to the Finance Committee for approval at least one year prior to the district conference being hosted. The District Governor

will provide interim monitoring of the conference finances to ensure that every effort is being made by the conference committee to adhere to the approved budget.

- D) Any conference surplus will be returned to the district fund and any shortfall shall be paid by the district fund.
- E) The host club may apply to the district finance committee for an interim loan to assist with cash flow. The loan shall be repaid to the district fund within 60 days of the close of the conference.
- F) The District Governor, at his or her discretion, may conduct a district sponsored golf outing event immediately preceding or following the District Conference with any resulting profits being donated to the Rotary Foundation. If a loss on this event should occur, the loss shall be borne by the district.

7.2 CONFERENCE BUDGET

- (a) All costs for the attending representative and partner of the President of Rotary International (whose travel is paid by Rotary International) shall be assumed by the district.
- (b) The reasonable meal cost, and accommodation expenses of the attending inbound and outbound group study exchange teams shall be assumed by the district.
- (c) The reasonable cost of one meal of the attending youth exchange students (who shall be housed by Rotarians of the host club) shall be a conference expense.

7.3 BUSINESS MEETING AGENDA

During the business meeting the district conference shall give consideration to any special matters submitted to it by the RI Board or matters originating within the district. Further, the conference elects a delegate to the Council on Legislation in the year preceding the year in which the council is held.

The order of business shall be:

- Meeting called to order
- Notation of new business items—approval of the agenda
- Approval of the minutes of the previous district conference business meeting
- Business arising
- Correspondence and announcements
- Approval of the location of the district conference for the next year
- Report of the treasurer
 1. Presentation for approval of the independent review of district finances for the previous Rotary year.
 2. Presentation for approval of the district budget including per capita levy as approved at the district assembly.
- New business
- Adjournment

8 DISTRICT FINANCES

8.1 CLUB'S ANNUAL DISTRICT DUES

A District fund shall be maintained by the payment of the per capita levy as established annually by a minimum of three-fourths of the incoming Presidents-Elect present at the district assembly; and by a majority of the voting delegates at the District Conference Business. For the purpose of the district levy, the rate of exchange to be used will be that rate as set for July 1st by RI; and, the membership numbers for clubs will be that number of members as reported by clubs on the July Semi-Annual Report.

Failure to Pay

Payment of the levy is mandatory on all clubs of the district. It shall be that amount (in Canadian or U.S. funds, as applicable) as set out in the preceding budget, until such amounts are amended by voting process as stated above.

If a club has failed for more than six months to pay such levy, the District Governor shall so certify to Rotary International which shall suspend the services of RI to the delinquent club while the levy remains unpaid provided that the district fund has been operated as herein provided.

8.2 BUDGET APPROVAL

Following submission to the clubs (as outlined in 2.2 "Finance Committee"), the budget must be approved as detailed in 7.1.

8.3 CONTROL OF FUNDS

Authorized collection and use of district funds will follow RI Manual of Procedure guidelines and Rotary Code of Policies as related to Finances. (Manual of Procedure and Rotary Code of Policies can be accessed through the Rotary International website.)

8.4 AUTHORIZED USE OF DISTRICT FUNDS

District funds may be used for the following purposes:

- (a) to meet the expenses, not covered by registration fees or meal charges, of conducting district affairs such as, but not limited to, District Institute for the training of Assistant Governors, District Assembly, District Conference, District seminars and other special district functions;
- (b) to meet the expenses of district committees and officers as authorized by the District Governor;
- (c) to reimburse the District Governor, the District Governor-Elect, and other district officers and Rotarians authorized by the District Governor to travel on district business, for

expenses which are not covered by Rotary International (specifically not including attendance at a district activity by a club representative) for:

- the actual cost of transportation other than automobile, but not to exceed the lowest available fare;
- mileage at the rate set by Rotary International per mile or the kilometer equivalent;
- the cost of a reasonably priced room in a modern hotel for persons who are authorized to travel outside the district by the District Governor;
- registration fees for a governor-appointed Rotarian attending a seminar, workshop or conference representing the District Governor;
- reasonable meal costs for Rotarians and partners when authorized to travel on rotary district business;
- the expenses for meals and accommodation of the partner of a District Governor or a District Governor-Elect when it is desirable for the partner to participate in functions related to the district;
- the expenses of the District Governor-Nominee and partners to attend mandatory RI training and related Zone Institutes/Conferences;
- the following expenses for the District Trainer, their cost of travel, two night's accommodation, meals and registration associated with the trainer training;
- the following expenses for the District Rotary Foundation Chair, their cost of travel, two night's accommodation, meals and registration associated with the Foundation training;
- the following expenses for the District Council on Legislation Representative, their cost of travel, two night's accommodation, meals and registration associated with the Council on Legislation training as required by RI;
- the expenses incurred by the District Governor-Elect and partner in attending the international convention immediately preceding taking office as District Governor, and not reimbursed by Rotary International, as such attendance is requested by Rotary International;
- the expenses incurred by the District Governor and partner in attending the international convention during their year as District Governor;
- the transportation, registration, hotel and meal expenses for the District Governor and partner, the District Youth Exchange Chairperson and partner, the District Outbound Coordinator, the District Inbound Coordinator(s) to attend the Central States Rotary Youth Exchange Program (CSRYE) annual winter board meeting in Chicago, Illinois, and the summer board meeting of CSRYE immediately preceding the Summer Conference in Grand Rapids, Michigan;
- travel, registration, accommodation up to four (4) nights, and meal expenses of the District Youth Exchange Chair to attend the North America Youth Exchange Network (NAYEN) annual conference.
- miscellaneous travel expenses as appropriate;
- other costs that may or may not be covered in the budget and as approved by the Finance Committee.

- (d) to meet the cost of insuring or bonding the district and its officers at a level approved from time to time by the district assembly;
- (e) to provide adequate liability insurance coverage for all clubs within the district as approved in the district budget.

8.5 DISTRICT FINANCIAL RESERVE

The District should hold in reserve 85 percent of the highest level of annual expenses during the most recent three-year period, excluding RYLA and the Rotary Foundation. The District Finance Committee reviews these reserves annually to ensure that the appropriate reserve is maintained. Should there be any surplus reserve this committee would provide recommendations for disposition(s) to Club Presidents. A vote of the Club Presidents would be required to approve any disposition of District Funds.

9 SELECTION OF THE DISTRICT GOVERNOR-NOMINEE

Adhering to the requirements of the Bylaws of Rotary International, article XIII, the selection process shall contain, as a minimum, the following components:

9.1 TIME OF SELECTION

The District shall select a nominee for Governor not more than 36 months, but not less than 24 months, prior to the day of taking office. The RI Board shall have the authority to extend the date under this section for good and sufficient reason. The nominee will be elected at the RI convention held immediately preceding the year in which such nominee is to be trained at the international assembly. Nominees so elected shall serve a one-year term as Governor-Elect and assume office on 1 July in the calendar year following election.

9.2 USE OF NOMINATING COMMITTEE PROCEDURE

Subject to section 2.2 (e) 4 the Nominating Committee procedures as outlined in the Bylaws of Rotary International, shall be followed by District 6330 in the selection of the District Governor-Nominee, and the District Council on Legislation Representative.

10 DISTRICT AWARDS

In order to recognize growth and achievement in Rotary, the district shall make available to Rotarians and Clubs awards which are divided into four categories: Rotary International Awards, Rotary Foundation Awards, District Awards, and District Governor Awards.

10.1 ROTARY INTERNATIONAL AWARDS

Awards intended to recognize Service Above Self as defined by Rotary International. Criteria for these awards are designated by Rotary International and are documented through its publications and web site.

10.2 ROTARY FOUNDATION AWARDS

Awards intended to recognize outstanding humanitarian contribution to the Rotary Foundation. Criteria for these awards are designated by The Rotary Foundation and are documented through its publications and web site.

10.3 DISTRICT AWARDS

Awards which recognize outstanding contributions by Rotarians to the district and to their clubs:

10.3.1 Attendance

- (a) Best average yearly attendance (April 01 to March 31) for clubs of 26 members or more;
- (b) Best average yearly attendance (April 01 to March 31) for clubs of less than 26 members;
- (c) Best conference attendance: excluding the host club, this award is given to the club having the largest percentage of its membership, based upon the attendance report as at the last day of the month preceding the conference, as registrants at the district conference.

10.3.2 Membership

For the greatest net membership increase. Awarded to the club having the greatest net membership increase during the period July 1 through March 31, immediately preceding the district conference.

10.3.3 Club Bulletins

Based upon the judgment of a Bulletin Selection Committee, especially created by the District Governor to evaluate club bulletins, two awards will be presented: first and second place.

10.3.4 Rotary Club Significant Achievement Award

This award will, by means of an appropriate certificate from RI, recognize club activity which addresses a significant problem or need. The purpose of this award is to encourage new projects on the part of every club and to promote an increased awareness of the importance of exemplary club efforts. The criteria and procedure for the district selection process shall be those set forth in MOP Part 2, Section 4 "Significant Achievement Award".

10.3.5 William G. Gansler Award for Significant Contributions to Rotary as a Club Secretary

This award, given in honour of a former District Secretary-Treasurer, may be presented to a Club Secretary for significant contributions to Rotary. A committee composed of the District Governor, the District Secretary, and the Assistant District Governors may select a Club Secretary as a recipient.

Criteria for this award shall be:

- Efficient club administration,
- Promptness and accuracy in reporting attendance,

- Promptness and accuracy in submitting club dues to RI and to the district,
- Attendance at the district assembly,
- Attendance at the district institute, and
- Such other district activities as may occur.

The award shall be an appropriately engraved desk pen set.

10.3.6 General

The first and second place club bulletin awards and the significant achievement award will remain with the winning clubs. All other award plaques are to move annually; the name of the winning club and the year to be inscribed thereon.

Awards to individual Rotarians remain with the recipient.

10.4 DISTRICT GOVERNOR AWARDS

Awards designed by the District Governor to recognize significant achievement by clubs and individual Rotarians toward the annual goals of the District.

The criteria for these awards shall be initiated by the District Governor and documented in the District Directory.