

Policies and Procedures of District 9211

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1 Introduction

1.1 Confidential Information

This information remains the copyright of Rotary International District 9211. It should not be reproduced in whole or part without the express written permission of the District Governor of District 9211.

1.2 Purpose of This Document

The purpose of this document is to briefly outline the Policies and Procedures as applicable to D9211.

2 Nomination of District Governor Nominee Designate

2.1 Composition of the Nominating Committee

The composition of the Nominating Committee for D9211 District Governor Nominee Designate is as follows:

- (a) Current District Governor as Chairman.
- (b) Immediate Past District Governor or in his / her absence the most recent Past District Governor who is present at the Conference.
- (c) Two, senior most Past District Governor's present at the Conference, one each from Tanzania and Uganda who have not served on the Nomination Committee in the prior 2 years.
- (d) District Governor Elect.
- (e) District Governor Nominee.
- (f) For each country in the District, one Country Representative for each 20 clubs in the District in good standing, that is:

No of Clubs From	No. of Clubs To	No of Delegates
1	20	1
21	40	2
41	60	3
61	80	4
81	100	5
100	120	6

In the event that a nominated Country representative of any country fails to attend (is not represented) or a Country is unable to nominate a qualifying representative, the position shall be considered vacant (not represented).

2.2 Qualification for Country Representative

- (a) Must be Past President of a Club in that country.
- (b) Must be paid up member of the Club.
- (c) Club must be in good standing (with paid up RI, District and Country dues).
- (d) Must have had continuous membership of not less than 5 years.
- (e) Must have attended the full duration of at least two of the last three District Conferences.
- (f) Past District Governor's cannot qualify for being Country Representative.

2.3 Selection of Country Representative

- (a) The District Governor must obtain a list of clubs in arrears and must establish clubs in good standing. Under the Rules, this process must have been completed at least 30 days prior to the District Conference and the actual nomination procedure.
- (b) The Country Chair (of each country) should organize for the selection of Country Representatives and forward their names to the District Governor seven days prior to the Conference.

2.4 Nominating Procedure (At DCA)

- (a) The District Governor should convene the first meeting of the Nominating Committee on the first day of the District Conference and Assembly and brief the nominating committee on the validly proposed District Governor Nominee Designate Nominations received for all Nominating Committee Members to have clarity and understanding of the candidate's capabilities. All concerns from the nominating committee should be discussed and resolved prior to the 2nd Meeting. A final list of all candidates to be invited for interview needs to be approved by the committee and the District Governor should invite the candidates for an interview.
- (b) The District Governor should convene the second meeting of the Nominating Committee on the second day of the District Conference and Assembly. Each District Governor Nominee Designate candidate with a valid nomination should be interviewed by the Nomination Committee to establish eligibility and suitability. At the end of the interviews, the District Governor should call for a silent vote and the candidate with the highest votes should be declared as the District Governor Nominee Designate.
- (c) Members of the Nominating Committee are required to keep all proceedings confidential at all times and never discuss with anyone, any of the proceedings or decisions made. Only the District Governor is permitted to make the formal announcement of the nominated District Governor Nominee Designate at the District Conference and Assembly at an appropriate time to be decided by the District Governor.

2.5 Nominating Procedure (Online)

In the event that a DCA cannot be held, the following procedure will be carried out online using a meeting platform (GoToMeeting, Zoom, Skype etc.) that allows for all members of the nominating committee and the candidates to participate.

- (a) Each member of the nominating committee will be provided access to the candidate's application files one day before the 1st Online Meeting.
- (b) The District Governor should convene the first meeting of the Nominating Committee online and brief the nominating committee on the validly proposed District Governor Nominee Designate Nominations received for all Nominating Committee Members to have clarity and understanding of the candidate's capabilities. All concerns from the nominating committee should be discussed and resolved prior to the 2nd Online Meeting. A final list of all candidates to be invited for interview needs to be approved by the committee and the District Governor should invite the candidates for an online interview.
- (c) The District Governor should convene the 2nd Online Meeting of the Nominating Committee. Each District Governor Nominee Designate candidate with a valid nomination should be interviewed by the Nomination Committee Online to establish eligibility and suitability.
- (d) At the end of the interviews, the District Governor should call for a silent vote *using a tool that allows online polling & collating of results using mobile phones* and the candidate with the highest votes should be declared as the District Governor Nominee Designate.
- (e) Members of the Nominating Committee are required to keep all proceedings confidential at all times and never discuss with anyone, any of the proceedings or decisions made. Only the District Governor is permitted to make the formal announcement of the nominated District Governor Nominee Designate which shall be done by email to all members in the District.

3 Nomination of Vice Governor

In accordance with RIB 6.120.1, every District is required to nominate a Vice-Governor. The role of the Vice-Governor will be to replace the District Governor in case of temporary or permanent inability to continue in the performance of the governor's duties.

3.1 Nominating Procedure

- (a) The District Governor Elect will select from Past District Governors of the District, a Past District Governor who is able and willing to take up the role of Vice Governor.
- (b) The name of the Selected Past District Governor will be presented to the same committee as that of the District Governor Nominee Designate for approval.
- (c) The District Governor should establish if there is a unanimous decision for nomination, failing which the District Governor should call for a silent vote and a simple majority vote is required to confirm the Vice Governor.
- (d) In the absence of a simple majority, the District Governor Elect will be required to propose an alternative Past District Governor for the position of Vice Governor.
- (e) The above procedure shall be carried out at the ***DCA or Online as part of the nominating committee procedures.***

4 Nomination for Nominating Committee for RI Director

According to RIB 12.020.3 - A nominating committee shall consist of **one member** from **each district** in the zone or section elected by the clubs of such district as hereinafter provided. Each member shall be a **past governor** at the time they are to serve, who is a member of a club in the relevant zone or section. Such members also shall have attended **at least two Rotary institutes** of the zone from which the director is being nominated and **one convention in the three years prior to serving on the committee**, provided that a district may by a resolution adopted at a district conference by a majority of the votes of the electors of the clubs present and voting dispense with some or all of these requirements, such resolution to apply only to the next nominating committee. Members shall be elected for a **term of one year**. The president, president-elect, any past president, director, or any past director shall not be eligible for membership on the nominating committee. No Rotarian who has served twice as a member of such a committee shall be eligible for service again. Each member shall have one vote.

4.1 Nominating Procedure (At DCA)

- (a) The District Governor shall invite all clubs to nominate a Past District Governor to serve on the Nominating Committee. Such an invitation will be sent out at least 60 days prior to the District Assembly.
- (b) Clubs are required to submit the name of a Past District Governor of the District that the club would like to nominate to be a representative of the District on the nominating committee for RI Director at least 10 days before the District Assembly.
- (c) At a suitable time to be decided by the District Governor, the District Secretary will inform, the Electors at the Assembly, the name(s) of the Past District Governors nominated and request the Electors to vote for each proposed candidate.
- (d) The candidate with the highest number of votes will be the primary member nominated to the Nomination Committee for RI Director and the candidate with the second highest votes will be the alternate member to the Nomination Committee for RI Director in the event the primary member is unable to fulfil the obligation.

4.2 Nominating Procedure (Online)

- (a) The District Governor shall invite all clubs to nominate a Past District Governor to serve on the Nominating Committee. Such an invitation will be sent out at least 60 days prior to the date of the meeting of the Nominating Committee for District Governor Nominee Designate.
- (b) Clubs are required to submit the name of a Past District Governor of the District that the club would like to nominate to be a representative of the District on the nominating committee for RI Director at least 10 days before the District Assembly.
- (c) The names of the Past District Governors nominated will be presented to the members of the Nominating Committee and a silent vote will be called by the District Governor *using a tool that allows online polling & collating of results using mobile phones*.
- (d) The candidate with the highest number of votes will be the primary member nominated to the Nomination Committee for RI Director and the candidate with the second highest votes will be the alternate member to the Nomination Committee for RI Director in the event the primary member is unable to fulfil the obligation.

5 Nomination for District Representative on Council on Legislation

5.1 Nominating Procedure (At DCA)

- (a) The District Governor shall invite all clubs to nominate a Past District Governor to serve on the Council on Legislation. Such an invitation will be sent out at least 60 days prior to the District Assembly.
- (b) Clubs are required to submit the name of a Past District Governor of the District that the club would like to nominate to be a representative of the District on the Council on Legislation at least 10 days before the District Assembly.
- (c) At a suitable time to be decided by the District Governor, the District Secretary will inform, the Electors at the Assembly, the name(s) of the Past District Governors nominated and request the Electors to vote for each proposed candidate.
- (d) The nominee with the highest number of votes will be the District Representative and the nominee with the 2nd highest votes will be the alternate representative on the council on legislation for a period of 3 years.

5.2 Nominating Procedure (Online)

- (a) The District Governor shall invite all clubs to nominate a Past District Governor to serve on the Council on Legislation. Such an invitation will be sent out at least 60 days prior to the date of the meeting of the Nominating Committee for District Governor Nominee Designate.
- (b) Clubs are required to submit the name of a Past District Governor of the District that the club would like to nominate to be a representative of the District on the Council on Legislation at least 10 days before the date of the meeting of the Nominating Committee for District Governor Nominee Designate.
- (c) The names of the Past District Governors nominated will be presented to the members of the Nominating Committee and a silent vote will be called by the District Governor *using a tool that allows online polling & collating of results using mobile phones.*
- (d) The nominee with the highest number of votes will be the District Representative and the nominee with the 2nd highest votes will be the alternate representative on the council on legislation for a period of 3 years.

6 Voting (At DCA)

Every year there are several aspects that require to be voted upon by representatives of club who have been designated as the Electors of their respective clubs.

6.1 Selection of Voting Delegates

- (a) In accordance with the RI Manual of Procedure, each club in the District is entitled to at least one Elector at the District Conference or Online, based on the membership of the club as recorded on the most recent semi-annual report.
- (b) Each club should therefore select, certify and send the names of their Elector(s) to the District Secretary. Any club with a membership of more than 25 shall be entitled to one additional elector for each additional 25 members, or a major fraction thereof.

Number of Members	Number of Electors
37 or fewer	1
38 – 62	2
63 – 87	3
88 – 112	4
113 – 137	5
138 - 162	6

If a club is entitled to cast more than one vote, all Electors of the club shall cast their votes for the same candidate or proposition.

- (a) Any club that has been suspended or terminated shall not be entitled to any Electors.
- (b) Any club that has outstanding dues (RI, District and Club) shall not be entitled to Electors.
- (c) The Credentials of Elector(s) must be on the letterhead of the club and must be duly signed by the President and the Secretary.
- (d) The Credentials Letter / Certificate can be scanned and emailed to the District Secretary and the original carried by the Elector(s) to present the same at the District Assembly. Alternatively, the clubs may bring the original certificate and present at the Conference Registration Desk area marked "VOTING DELEGATES".

6.2 Registration at the District Assembly

- (a) Each Elector(s) must bring to the District Assembly the original Credentials Letter and submit the same to the District Secretary (or an appointed representative) at the desk marked "VOTING DELEGATES" at the registration centre.
- (b) The District Secretary will verify the Credentials Letter and will also verify that the Club is in good standing and the number of voting delegates is in line with Club Membership in the most recent semi-annual report.
- (c) Voting delegates from clubs in good standing will then be provided with badges indicating they are voting delegates and will be given additional information on their sitting arrangements during the voting sessions.

6.3 Candidates or Proposition to be Voted upon

- 1) **Routine Propositions** to be voted upon at each District Assembly:
 - a) Audited Accounts of the previous year. The Audited accounts of the previous year shall have been circulated to all clubs at least 60 days prior to the District Assembly.
 - b) The Annual Goals for the new Rotary year. The District Goals shall have been circulated to all clubs at least 30 days prior to the District Assembly.
 - c) The District Budget for the new Rotary year. The District Budget shall have been circulated to all clubs at least 30 days prior to the District Assembly.
- 2) **Non-Routine Candidates or Propositions** (these become relevant only in certain years):
 - a) A member and an alternate member for representation on the Council on Legislation.
 - b) A member and an alternate member for the Nominating Committee of an RI Director for Zone 20A.
 - c) Any resolution that may have been received in accordance to laid down District 9211 procedures and shall have been circulated to all clubs at least 90 days prior to the District Assembly.

6.4 Voting Procedure

- 1) Each candidate or proposition for voting will be presented at the Assembly:
 - a) Audited Accounts for the previous Rotary year – by Immediate Past District Treasurer.
 - b) Annual Goals for the new Rotary year – by the District Secretary Elect.
 - c) The District Budget for the new Rotary year – the District Treasurer Elect.
 - d) All other matters will be presented by the District Governor or a competent member to be delegated by the District Governor.
- 2) After the presentation of each candidate or proposition:
 - a) All Electors will be asked to vote for or against a candidate or proposition and a simple majority is required for the candidate or proposition to be approved except for propositions where additional / specific qualifying criteria have been specified in advance or are mandated by RIB.
 - b) In cases where votes need to be counted to establish a hierarchy or ranking (example in nominating primary and alternate members), Electors will be requested to vote for each candidate at a time and the votes will be counted and tabulated by the District Secretary with two other members nominated to assist. The District Governor will then announce the Primary and Alternate Candidate without mentioning the number of votes.

6.5 Reporting

- 1) The proceedings of voting will be recorded by the District Secretary and will be provided to the Conference & Assembly Secretariat for inclusion in the Conference & Assembly Report.
- 2) The proceedings of voting and nominations will be communicated to RI (as required) by the District Governor.

7 Voting (Online)

Every year there are several aspects that require to be voted upon by representatives of club who have been designated as the Electors of their respective clubs. In a year when a DCA cannot be held, the following procedures shall apply.

7.1 Selection of Voting Delegates

- (a) In accordance with the RI Manual of Procedure, each club in the District is entitled to at least one Elector or Online, based on the membership of the club as recorded on the most recent semi-annual report.
- (b) Each club should therefore select, certify and send the names of their Elector(s) to the District Secretary. Any club with a membership of more than 25 shall be entitled to one additional elector for each additional 25 members, or a major fraction thereof.

Number of Members	Number of Electors
37 or fewer	1
38 – 62	2
63 – 87	3
88 – 112	4
113 – 137	5
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If a club is entitled to cast more than one vote, *all Electors of the club shall cast their votes for the same candidate or proposition.*

- (c) Any club that has been suspended or terminated shall not be entitled to any Electors.
- (d) Any club that has outstanding dues (RI, District and Club) shall not be entitled to Electors.
- (e) The Credentials of Elector(s) must be on the letterhead of the club and must be duly signed by the President and the Secretary.
- (f) The Credentials Letter / Certificate can be scanned and emailed to the District Secretary.

7.2 Candidates or Proposition to be Voted upon

- 1) **Routine Propositions** to be voted upon Online:
 - a) Audited Accounts of the previous year. The Audited accounts of the previous year shall have been circulated to all clubs at least 60 days prior to the District Assembly.
 - b) The Annual Goals for the new Rotary year. The District Goals shall have been circulated to all clubs at least 30 days prior to the District Assembly.
 - c) The District Budget for the new Rotary year. The District Budget shall have been circulated to all clubs at least 30 days prior to the District Assembly.
- 2) **Non-Routine Candidates or Propositions** (these become relevant only in certain years):

-
- a) Any resolution that may have been received in accordance to laid down District 9211 procedures and shall have been circulated to all clubs at least 90 days prior to the District Assembly.

7.3 Voting Procedure

- 1) Details of each candidate or proposition for voting will be sent by email to each registered elector:
 - a) Audited Accounts for the previous Rotary year – by Immediate Past District Treasurer.
 - b) Annual Goals for the new Rotary year – by the District Secretary Elect.
 - c) The District Budget for the new Rotary year – the District Treasurer Elect.
 - d) All other matters will be presented by the District Governor or a competent member to be delegated by the District Governor.
- 2) After the emailing of the proposition:
 - a) All electors will be required to vote online using the smart phones.
 - b) A specific date will be set for the electors to vote and a total of 24 hours will be provided to complete voting.
 - c) On the day of voting a link will be sent to each elector to access the online voting system and vote of each of the candidates or propositions as relevant. The link will be disabled after the elector has voted and submitted.
 - d) At the end of 24 hours, voting will be stopped and the data will be downloaded, collated and handed over to the District Governor and District Executive Secretary..
 - e) A simple majority is required for the proposition to be approved except for propositions where additional / specific qualifying criteria have been specified in advance or are mandated by RIB.

7.4 Reporting

- 1) The proceedings of voting will be recorded by the District Secretary and will be reported to all members of the District.
- 2) The proceedings of voting and nominations will be communicated to RI (as required) by the District Governor.

8 District Rotary Foundation Committee

The following are the general guidelines for the DRFC operations:

8.1 Structure of the DRFC

Role	Responsibility	Contact Email
District Grants Team		
Chair	Review and approve applications for DDF after discussion with District Governor. Review Grant application submitted by Vice Chairs. Approve or reject applications forwarded by Vice Chairs. Forward approved applications to District Governor for review.	dgc@rotaryd9211.org
Vice Chair (Tanzania)	Review Grant application and assist clubs to ensure compliance with RI policies and Global Grant regulations.	cgvc-t1@rotaryd9211.org
Vice Chair (Uganda)		cgvc-u1@rotaryd9211.org
District Stewardship Team		
Vice Chair (Tanzania)	Review Global Grant Stewardship reports and ensure clubs submit reports. Address all Global Grants stewardship issues that may arise on any GG jointly with the District Leadership.	sct1@rotaryd9211.org
Vice Chair (Uganda)		scu1@rotaryd9211.org
District Club Qualification Team		
Vice Chair (Tanzania)	Receive and review club application for qualification. Approve or reject applications for qualification. Maintain a list of qualified clubs.	qct@rotaryd9211.org
Vice Chair (Uganda)		qcu@rotaryd9211.org
RI Grants Team for 9211		
Regional Grants Officer		????????@rotary.org
District Rotary Foundation		
Chair	Chair of the committee and oversight of all roles Responsible for Final Approval of Global Grants	drfc@rotaryd9211.org

8.2 Allocation of DDF (Draft Text)

GUIDELINES FOR ALLOCATION OF DISTRICT DESIGNATED FUND (DDF) FOR GLOBAL GRANTS District 9211 for Rotary Year 20??/??

As per TRF SHARE Report:

1	DDF carried forward from 2019-20	
2	DDF for 2020-21 (being 50% of contribution in 2016-17)	
3	50% of Available Endowment Fund Share Earnings	
4	DDF Tagged to Grants Approved	
5	DDF Tagged to Grants Submitted	
6	Total DDF Available for 2020-21	

Please note that this is a moving balance since the reviewing and approval of Global Grants by TRF is a continuous process and not tagged to a year, and there are Global Grants in Awaiting Authorization Status, or for which the District has already committed DDF contribution, which, if authorized, will affect that available balance.

About DDF utilization for 2018/19, the following will apply:

- (a) This Rotary year, as in the past years, we have not allocated any funds to District Grants for club run projects for mainly two reasons. First, accountability from most clubs that received these funds in the past proved to be problematic. Secondly, having no provision for District Grants means more money is left for Global Grants which have a multiplier effect since it attracts more funding from other Districts and TRF. This means that we can have more impactful projects in the District.
- (b) Since the formation of D9211, a decision was made to give \$20,000 from the available DDF to Polio Plus every year. Polio Plus contributions attract the matching from the Bill and Melinda Gates Foundation. RI has made these contributions optional and has not specified any amount or percentages, though it is recommended that each District give 20% of their available DDF which would very significantly reduce the available DDF for global grants for D9211. For 2020-21 D9211 the decision therefore was to give \$???? from the available DDF to Polio plus instead of 20% of available DDF.
- (c) Finally, we are also recommending leaving a reserve of \$20,000 for 2021/22. This has been the practice and we think it is a good system.

We therefore wish to advise the following allocation, following from the table above:

7	Total DDF Available for 2020-21	
8	Special Allocations and Reserves	
8.1	Polio Plus Contribution in 2020-21	
8.2	Reserve for 2021-22	
9	Funds available to Support Global Grants as at 1st July 2018	

Specific Proposals for Global Grants

All clubs seeking DDF support for their global grants will have to abide by the following:

DDF will be awarded only to qualified clubs. Clubs that have any overdue report after qualification will automatically lose their qualification status and will have to re-apply to the District for qualification.

DDF will only match club contributions. Clubs are encouraged to urge members to contribute to TRF as a basis for raising project funds.

The minimum club contribution to attract DDF support will be US\$500. The intention is to encourage more contribution and participation.

Clubs that intend to apply for DDF should share their proposed Financing plan with the District Grants Committee for guidance. The club president will then submit, by mail, a formal request to the District Grants (dgc@rotaryd9211.org), for confirmation of availability and level of DDF that will be allocated.

DDF will be allocated on a first come first served based on the following scale:

Grant value of \$30,000 – \$40,000: Maximum \$4,000 to match club contribution 2:1.

Grant value of \$40,000 – \$60,000: Maximum \$6,000, to match club contribution 2:1.

Grant value of \$60,000 - \$80,000: Maximum \$8,000 to match club contribution 2:1

Grant value of \$80,000 - \$100,000: Maximum \$10,000, to match club contribution 2:1.

Grant value of \$100,000 and above: Maximum \$15,000, to match club contribution 2:1.

So, for every dollar contributed by the club, the District will match it with two dollars subject to the maximum specified based on grant value.

We have also put a ceiling for clubs at \$20,000. This is to avoid having a club taking an unfair share of DDF.

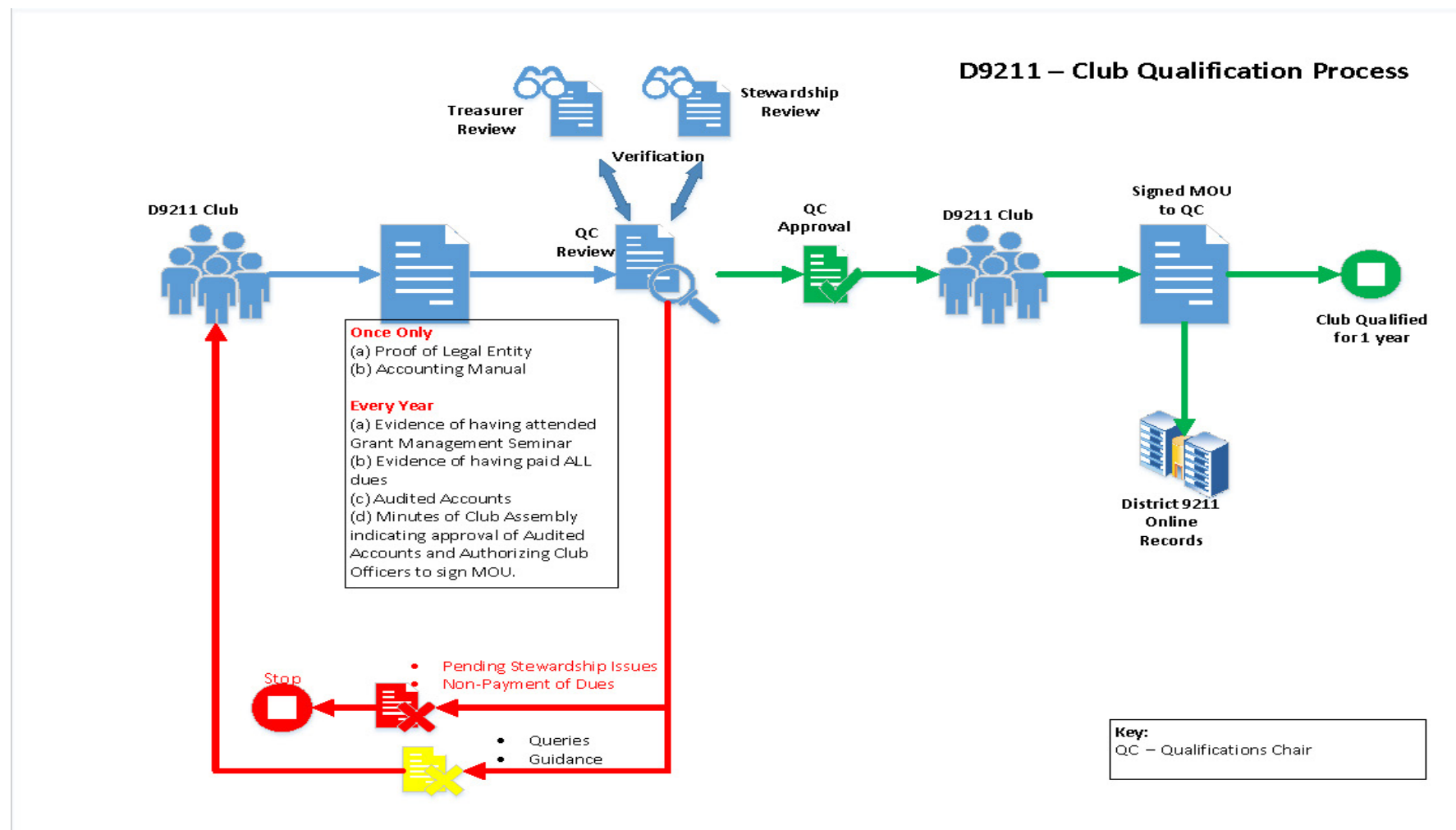
A club or group of clubs may present special requests for consideration where the above limits imply inadequate funding for their grant plans and these will be reviewed by the DRF Team on a case by case basis while ensuring fair access to DDF for all clubs. The decision of the DRF Team on any such requests will be final.

District Rotary Foundation Chair 2016-19

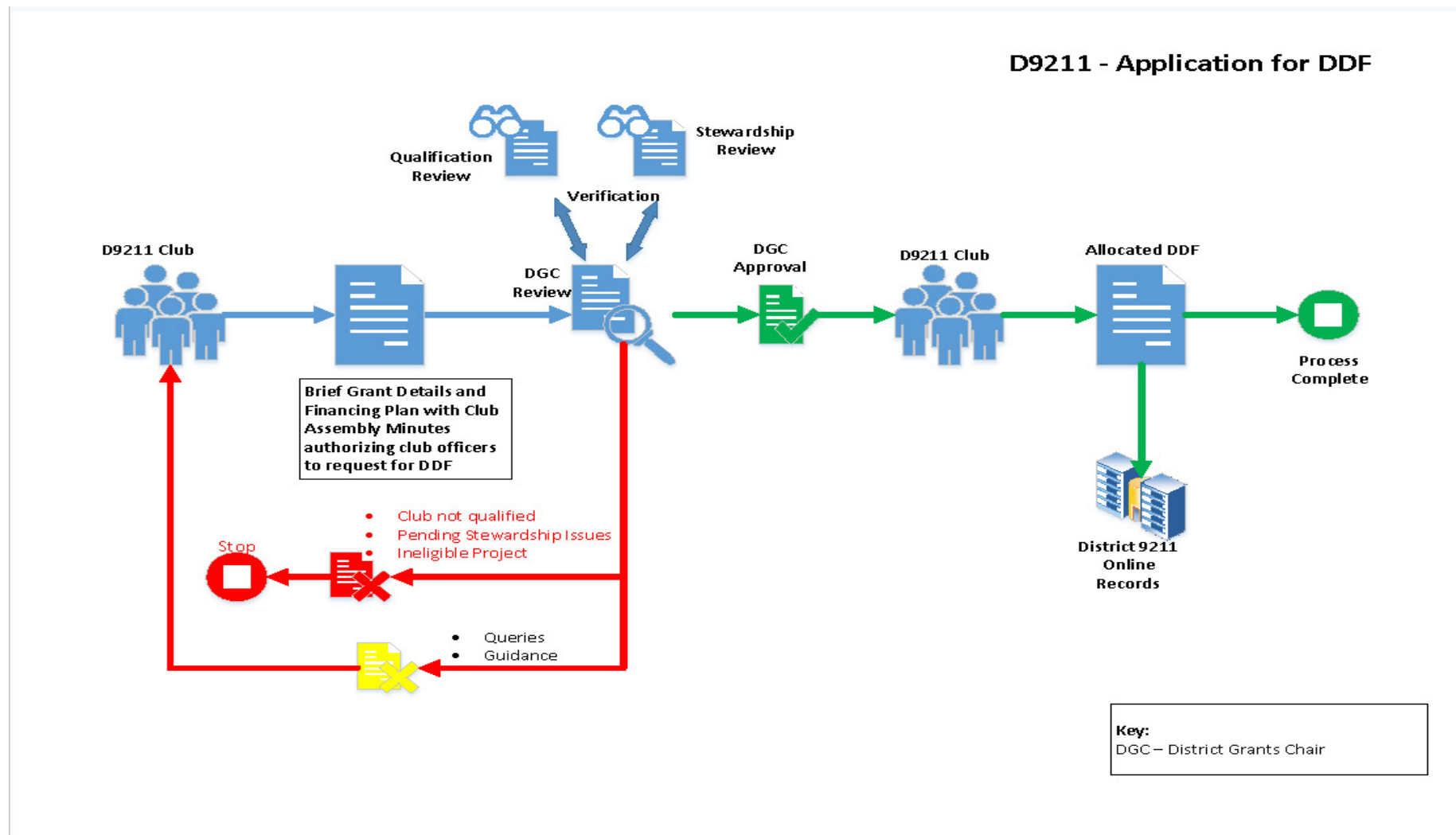
RI District 9211

drfc@rotaryd9211.org

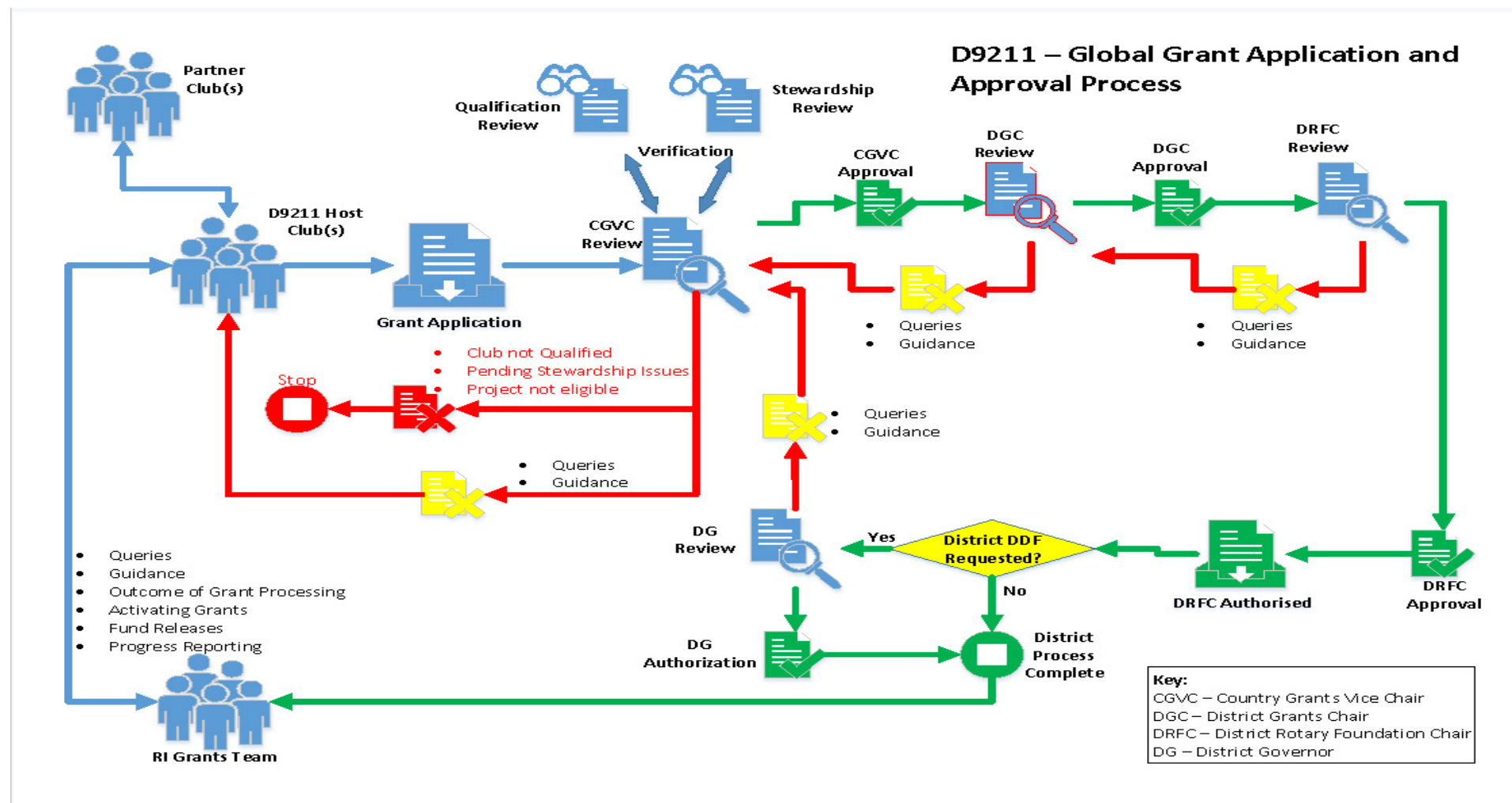
8.3 Qualification Process



8.4 Application for DDF



8.5 Application for Global Grants



9 Financial Policy and Procedures

Refer Appendix A: D9211 Financial Policy and Procedures Manual.

10 YOUTH POLICY

Refer Appendix B: D9211 YOUTH POLICY.

11 Legal and Tax Compliance by Rotary Clubs

11.1 Tanzania

Refer to Appendix C - Guidelines prepared by RSM East Africa

11.2 Uganda

Refer to Appendix D – Guidelines prepared by Aggrey Kankunda

12 District and Country Training Plan

12.1 Objectives of Training in Rotary

Every year, each Rotary District has Rotary mandated and optional training programs for the following purposes:

1. To develop the incoming leadership at all levels for every Rotary year to perform their roles based on the responsibilities assigned to them.
2. To communicate the theme, vision and goals for the incoming Rotary year.
3. To communicate and discuss any strategic changes to be implemented e.g. RI & District strategic plan, changes from council on legislation, changes to foundation programs.
4. To enhance the knowledge of all Rotarians on the organization and its activities.
5. To provide a platform for discussions amongst participants on various Rotary matters.

12.2 RI Training Guidelines, Courses and Material

Since 2018, Rotary has made a very significant effort to develop a range of training programs online on the Rotary.org website under the “Learning Centre”. New courses are constantly being added and existing ones are reviewed.

All District and Country officers should be encouraged to undertake self-study through the online courses and submit completion certificates prior to attending physical training programs. This will enable

- a. more time in physical training sessions for discussions and developing District and Country specific action plans as opposed to time being allocated to communicate information.
- b. It will encourage officers to make you of the excellent online training resource while encouraging all members to do the same.
- c. It will enable standardization of course material and communication to all members as opposed to the current approach where the course material and communication varies widely based on who prepares and delivers the physical training.

Likewise, for all RI mandatory training, it is important to follow any guidelines issued by RI and then customize the physical training for the District or Country.

12.3 District Team Training Seminar (DTTS)

Every Rotary year, a new District Team takes over the roles and responsibilities of managing and operating the district programs. While there may be some members on the new team with previous experience, many will be new and hence it is essential that they are trained on their roles & responsibilities prior to taking up their respective positions.

The District Team Training Seminar (DTTS) – a mandatory RI training, is held every year at a convenient date, in the month of February, after the International Assembly (which is normally held in January).

The core objectives of the DTTS are:

1. To enable all incoming officers to understand their roles and responsibilities based on the terms of reference provided to them during their appointment.

2. To communicate the RI theme, RI & District vision and District goals for the incoming Rotary year.
3. To communicate and discuss any strategic changes to be implemented e.g. RI & District strategic plan, changes from council on legislation, changes to foundation programs.
4. To provide a platform for discussions amongst participants on the subjects in the training program with the objective of effective implementation.
5. To develop team spirit in the District Team.

The training structure may vary from year to year but generally consists of:

- a. RI Theme, RI & District Vision and District Goals.
- b. Assistant Governors – Roles & Responsibilities.
- c. District Officers - Roles & Responsibilities.
- d. RI & District Strategy – status and approach to effective implementation.
- e. Overview of the core areas of membership, service projects, public image, youth, foundation and flexibility.

The training format should include lectures, discussion groups, case studies, panel discussions and sharing of stories to embed lessons learnt.

12.4 President Elect Training Seminar (PETS)

Every Rotary year, a new Club Team takes over the roles and responsibilities of managing and operating the club.

The President Elect Training Seminar (PETS) – a mandatory RI training for President Elect, Secretary Elect and Treasurer Elect of each Rotary Club, is held every year at a convenient date, in the month of March, after the DTTS (which is normally held in February).

The core objectives of the PETS are:

1. To communicate the RI theme, RI & District vision and District goals for the incoming Rotary year.
2. To communicate and discuss any strategic changes to be implemented e.g. RI & District strategic plan, changes from council on legislation, changes to foundation programs.
3. To provide a platform for discussions amongst participants on the subjects in the training program with the objective of effective implementation.
4. To develop team spirit amongst the incoming “key” Club Officers of the District.

The training structure may vary from year to year but generally consists of:

- a. RI Theme, RI & District Vision and District Goals.
- b. RI & District Strategy – status and approach to effective implementation.
- c. Overview of the core areas of membership, service projects, public image, youth, foundation and flexibility.

The training format should include lectures, discussion groups, case studies, panel discussions and sharing of stories to embed lessons learnt.

12.5 Club Officers Training Seminar (COTS)

Every Rotary year, a new Club Team takes over the roles and responsibilities of managing and operating the Club programs. While there may be some members on the new team with previous experience, many will be new and hence it is essential that they are trained on their roles &

responsibilities prior to taking up their respective positions.

The Club Officers Training Seminar (COTS) – a mandatory RI training, is held every year at a convenient date, in the month of April to May, after the PETS (which is normally held in March).

The core objectives of the COTS are:

1. To enable all incoming officers to understand their roles and responsibilities based on the terms of reference provided to them during their appointment.
2. To communicate the RI theme, RI & District vision and District goals for the incoming Rotary year.
3. To communicate and discuss any strategic changes to be implemented e.g. RI & District strategic plan, changes from council on legislation, changes to foundation programs.
4. To provide a platform for discussions amongst participants on the subjects in the training program with the objective of effective implementation.
5. To develop team spirit in the Club Team.

The training structure may vary from year to year but generally consists of:

- a. RI Theme, RI & District Vision and District Goals.
- b. Club Officers – Roles & Responsibilities.
- c. Club Committees - Roles & Responsibilities.
- d. RI, District & Club Strategy – status and approach to effective implementation.
- e. Overview of the core areas of Club Administration, Membership, Service Projects, Public Image, Youth, Foundation and Flexibility.

The training format should include lectures, discussion groups, case studies, panel discussions and sharing of stories to embed lessons learnt.

12.6 Grants Management Seminar

The Grants Management Seminar – a mandatory RI training for at least 2 members from every Rotary Club is held every year at a convenient date before the start of a new Rotary Year and ideally should be conducted in regions or zones closer to the Rotary Clubs to encourage maximum participation.

Attendance by a minimum of 2 members of a club is a mandatory criterion for qualification of a Club to participate in a Global Grant.

The core objectives of the Grants Management Seminar are:

1. To review the process of Global Grants starting from Community Assessment to submission of Final Reports and closure.
2. To review the process of Club Qualification.
3. To communicate and discuss any changes to the Global Grant policies by RI.
4. To provide a platform for discussions amongst participants on the subjects in the training program with the objective of effective implementation of Global Grants.

The training structure may vary from year to year but generally consists of:

- a. All Global Grant processes.
- b. Club Qualification process.
- c. A walkthrough of the Online Global Grants Application process.
- d. Stories on key Global Grant projects and lessons learnt.
- e. Stewardship.

The training format should include lectures, discussion groups, case studies, panel discussions and sharing of stories to embed lessons learnt.

12.7 Membership Seminar

Membership Seminar – a mandatory RI training for at least the Membership Directors of every Rotary club is held every year at a convenient date during a Rotary Year.

Attendance by a minimum of 1 member of a club is a recommended.

The core objectives of the Membership Seminar are:

1. Review the status of membership and trends in the District.
2. Discuss potential approaches to recruitment and retention with the objective of net overall growth in membership.
3. Discuss reasons for membership losses and potential measures to avoid or stop the same.
4. Present and review stories around the District trends and lessons learnt.
5. To provide a platform for discussions amongst participants on the subjects in the training program with the objective of effective implementation of membership growth strategies.

The training structure may vary from year to year but generally consists of:

- a. Recruitment – what is working and what is not, what are the strategic options going forth.
- b. Retention – what is working and what is not, what are the strategic options going forth.
- c. Stories from the District (and maybe the world) with interesting lessons.
- d. Formulating localized strategies for Membership Growth

The training format should include lectures, discussion groups, case studies, panel discussions and sharing of stories to embed lessons learnt.

12.8 Foundation Seminar

Foundation Seminar – a mandatory RI training for at least the Foundation Directors of every Rotary club is held every year at a convenient date during a Rotary Year.

Attendance by a minimum of 1 member of a club is a recommended.

The core objectives of the Foundation Seminar are:

1. Review the status of Foundation giving & utilization and trends in the District.
2. Discuss potential approaches to enhanced giving with the objective of net overall growth District Giving to RI.
3. Discuss reasons around reluctance in giving and potential measures overcome the same.
4. Present and review stories around the District trends and lessons learnt.
5. To provide a platform for discussions amongst participants on the subjects in the training program with the objective of effective implementation of Foundation giving strategies.
6. Honor and celebrate all members who have giving a minimum of US\$1,000 and above to the Foundation in the Rotary Year.

The training structure may vary from year to year but generally consists of:

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- a. Giving – what is working and what is not, what are the strategic options going forth.
 - b. Stories from the District (and maybe the world) with interesting lessons.
 - e. Formulating localized strategies for Foundation giving.

The training format should include lectures, discussion groups, case studies, panel discussions and sharing of stories to embed lessons learnt.

13 District Website and Admin System Operations

13.1 Purpose

The District currently utilizes the “Clubrunner” system for the following purposes:

1. Maintaining a list of all Rotary and Rotaract Clubs in the District.
2. Maintaining a list of all Rotary and Rotaract Members in the District.
3. Setting up details of all club and district officers for each year for easy access by the membership for communications.
4. Sending our email notifications to clubs, members and any specific group of clubs / members as can setup on the system.
5. Publishing the Monthly District Newsletter for maintaining an archive of all past issues.
6. As a District Website for publishing details and photographs of all events.
7. Registration of members for events especially the District Conference & Assembly (DCA).

13.2 Management

13.2.1 Platform Administrators

Currently the two major administrators of the District Website and Administration System are the two Country Officers each in the Tanzanian and Uganda Offices. Their role is to maintain details of the clubs and members. They also setup the details of club and district officers.

13.2.2 Website Content

Every year the District Governor appoints an officer for the website who is granted access to publish information of the platform for the year. The officer is responsible for all information published for members and the public at large.

13.2.3 Email Messaging

Every year the District Governor appoints a District Executive Secretary and an Assistant District Executive Secretary. They are granted access to use the platform for all email communications with clubs and members.

13.2.4 Event Registration

Every year the District Governor appoints a DCA Registration Team who are granted access to setup the registration module and use the same for registration & subsequent communications until the end of the DCA.

13.3 Cost of using the Platform

The cost of using the platform to the company that developed Clubrunner is paid for by the District as part of the District Budget.

All officers using managing the system (as in 12.2 above) work on voluntary basis except for the Platform Administrators who are paid for their services by the respective country offices.

14 Appendix A: Financial Policy and Procedures Manual

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15 Appendix B: Youth Policy

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16 Appendix C : Tanzania Rotary Clubs Compliance

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17 Appendix D : Uganda – Rotary Clubs Income Tax Exemption

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