

Rotary District 7070

District 7070

Guideline of

Policies and Procedures and

District Leadership Plan

May 2022



**ROTARY INTERNATIONAL
DISTRICT 7070
GUIDELINE OF POLICIES AND PROCEDURES AND
DISTRICT LEADERSHIP PLAN
May 2022**

SECTION	PAGE
1. EXPLANATION	3
2. DISTRIBUTION	3
3. CHANGES TO THE GUIDELINE	3
4. EXPECTATIONS OF CLUBS	4
5. THE DISTRICT GOVERNOR	5
6. THE DISTRICT ORGANIZATION	6
7. ASSISTANT GOVERNORS	16
8. DELEGATE TO THE COUNCIL ON LEGISLATION	16
9. PRESIDENTS-ELECT TRAINING SEMINAR (PETS)	16
10. VISIT TO ROTARY INTERNATIONAL HEADQUARTERS	17
11. FOUNDATION WALK	17
12. ANNUAL GOVERNORS' DINNER	18
13. MEMBERSHIP	19
14. VULNERABLE SECTOR POLICY	19

1 ABBREVIATIONS

The following abbreviations are defined for use in this document:

ABBREVIATION	MEANING
DG	District Governor
IPDG	Past District Governor
DGE	District Governor Elect
DGN	District Governor Nominee
DGND	District Governor Nominee Designate
Corporation	Rotary International District 7070 Incorporated
District	District 7070
Club	A member Rotary Club of District 7070
PETS	Presidents Elect Training Seminar

2 DISTRIBUTION OF DISTRICT GUIDELINE OF PROCEDURE AND POLICY

The District Guideline of Procedure and Policy is available to all Rotary members on the district website. The District Guideline of Procedure and Policy is distributed annually to all club presidents.

3 CHANGES TO THE GUIDELINE

The Governance Committee of the Corporation shall periodically, at a minimum of every three years, review this policy and recommend changes to the Board of Directors of the Corporation.

4 EXPECTATIONS OF CLUBS

- 4.1 In order to provide a high level of service, clubs are urged to organize their officers, directors and committees well in advance of each Rotary year in accordance with their Club Constitution and By-laws and the procedures recommended by Rotary International.
- 4.2 The District Assembly, District Conference, Presidents Club, Presidents-Elect Training Seminar (PETS), Zone 28-32 Institutes, Rotary Leadership Institute (RLI} and other meetings are arranged during the year to train club officers, directors, committees and both senior and new Rotarians. All are urged to attend. Attendance of the presidents-elect at PETS is mandated by Rotary International. If a president-elect cannot attend our district's PETS, he/she is expected to make alternate arrangements with the District Governor-Elect to attend PETS in another district.
- 4.3 The benefits received will be in direct proportion to the representation at these meetings by club personnel. The club president is expected to ensure that his or her club is appropriately represented at all such functions.
- 4.4 All club members are encouraged to attend the District Assembly. However, the following are expected to attend and should be advised early so that they can make plans to do so:
 - 4.4.1 President-Elect;
 - 4.4.2 Secretary;
 - 4.4.3 Treasurer;
 - 4.4.4 Directors; and
 - 4.4.5 Chairs of Committees

So that the District organization may function effectively, each club shall provide to the District Governor-Elect and to Rotary International by the date specified by R.I. (currently December 31st) the following information in respect of each incoming club president and secretary:
 - 4.4.6 Name of Club;
 - 4.4.7 Name of Rotarian and Classification;
 - 4.4.8 Addresses (home and office with preferred mailing address);
 - 4.4.9 Telephone Number (home and office);
 - 4.4.10 Fax Number;
 - 4.4.11 Email Address; and
 - 4.4.12 Name of partner.

5 THE DISTRICT GOVERNOR

5.1 Officer of Rotary International

The District Governor is the officer of R.I. within the District. He or she is responsible to the Board of Directors of R.I. for the administration and supervision of clubs within the District. He or she is selected by the District as District Governor Nominee Designate and is elected by the International Convention of R.I. one year prior to assuming office.

5.2 Qualifications

The qualifications for a District Governor are outlined in the by-laws of the Corporation and the By-laws of R.I., Article 16.070 (as amended from time to time). The District Governor is instructed in his or her duties by the Board of Directors of R.I. at the Rotary International Assembly which he or she must attend in order to qualify himself or herself before taking office.

5.3 Duties

The duties of the District Governor are outlined in the By-laws of R.I. Article 19.090. In addition to this information, R.I. provides the District Governor with a handbook that outlines in considerable detail the duties and methods approved of and recommended by the Board of R.I.

5.4 Nomination Process

- 5.4.1 The nomination procedure for District Governor Nominee-Designate is outlined in Article 14 of the By-laws of R.I (as amended from time to time).
- 5.4.2 District 7070 shall constitute a Nominating Committee consisting of four past district governors, preferably the immediate four Past District Governors if available and a member in good standing of a Club in the District plus the current Governor who acts as chair. The chair shall invite each club in the District to submit for consideration the names of candidates for nomination for District Governor-Nominee-Designate by a date no later January 31st of the Rotary year for which the candidate is being selected. Such a submission shall be in the form of a resolution, adopted at a regular meeting of the club, properly certified by the secretary, and accompanied by a resume or biographical sketch of the suggested Rotarian.
- 5.4.3 Interviews with candidates shall be arranged by the chair and conducted by the Nominating Committee. The District Governor-Elect and District Governor-Nominee are invited to attend as observers.

District 7070 Guideline of Procedure and Policy (cont'd)

- 5.4.4 In making its selection, the Nominating Committee shall not be limited to those names submitted by clubs in the district.
- 5.4.5 The District Governor shall promptly notify the clubs that have proposed a candidate and all clubs within 3 days of the name of the candidate selected by the Nominating Committee.
- 5.4.6 Notwithstanding any nomination made by the Nominating Committee, any club in the District, supported by at least five clubs, may propose a candidate for District Governor-Nominee-Designate, whose name has been previously duly submitted to the Nominating Committee, by filing with the District Governor a resolution adopted at a regular meeting of the club naming such candidate. Clubs will have 14 days to complete this process following the announcement in 5.4.4.
- 5.4.7 If a proposal is received in accordance with the foregoing procedure, the District Governor shall arrange for an e-mail vote of all clubs in the district. According to Article 14.040.1 of the Manual of Procedure, each "club shall be entitled to at least 1 vote. Any club with a membership of more than 25 shall be entitled to one additional vote for each additional 25, or fraction thereof, of its members..."
- 5.4.8 If by such date as may be set by the District Governor no such resolution has been received by the District Governor, he or she shall declare the candidate selected by the Nominating Committee as District Governor Nominee-Designate in accordance with the By-laws of Rotary International.
- 5.4.9 Vacancy in the Office of Governor.

The Nominating Committee will select one available past governor to be named vice-governor. The role of the vice-governor will be to replace the governor in case of temporary or permanent inability to continue in the performance of the governor's duties.

6 THE DISTRICT ORGANIZATION

- 6.1 District 7070 comprises: Canada-Ontario that portion south of latitude 44 10', west of longitude 77 and including all of Northumberland County, and east of the eastern boundaries of the County of Dufferin and Peel Region.

District 7070 Guideline of Procedure and Policy (cont'd)

6.2 The Officers of the district are:

- 6.2.1 the Immediate Past District Governor
- 6.2.2 the District Governor
- 6.2.3 the District Governor Elect
- 6.2.4 the District Governor Nominee
- 6.2.5 the District Treasurer
- 6.2.6 the District Secretary

6.3 *District Secretary and District Treasurer*

- 6.3.1 The District Secretary and the District Treasurer shall normally be appointed for a term of three years with such term ending on a June 30th, renewable annually by mutual consent with the incoming Governor. The terms do not need to be coincident and do not need to end on the same date.
- 6.3.2 Should the District Secretary or District Treasurer resign or cease to hold office for any reason prior to the expiry of their term, a successor shall be appointed for a term of between three and four years, renewable annually by mutual consent with the incoming Governor, ending on a June 30th.
- 6.3.3 A District Secretary and/or a District Treasurer shall be appointed by a committee consisting of the District Governor, District Governor Elect, District Governor Nominee and if the person has been selected, the District Governor Nominee-Designate. If possible, such appointment should be made at least five months prior to the end of the incumbent's term in order to provide an opportunity for training and attendance at the District Officers Training session and at District Assembly. The process for identifying possible candidates and for selecting the District Secretary and District Treasurer shall be as determined by the committee.
- 6.3.4 The incumbent District Secretary and District Treasurer may be appointed for multiple terms of office, however, no District Secretary or Treasurer shall serve more than two terms of office consecutively.
- 6.3.5 The District Treasurer should be a professional accountant or such other person possessing similar skills. While not necessary, it is preferable that the District Treasurer would have prior experience as a club treasurer.
- 6.3.6 While not necessary, it is preferable that the District Secretary would have prior experience as a club secretary. The secretary may have an assistant to help provide certain services below, as agreed by mutual arrangement.
- 6.3.7 The duties of the District Secretary shall be:
 - 6.3.7.1 Attend all meetings of the District Advisory Board and District Executive, and record and distribute notes and actions as required by the DG.

District 7070 Guideline of Procedure and Policy (cont'd)

6.3.7.2 Provide counsel and advice to the DG as appropriate.

6.3.7.3 Distribute messages to various groups in the district as requested by the DG.

6.3.7.4 Provide training to incoming club secretaries at District Assembly

6.3.7.5 Provide administrative support to the DG as mutually agreed.

6.3.8 The duties of the District Treasurer shall be:

6.3.8.1 Prepare in conjunction with the District Governor Elect and the District Governor Team a budget for DGE's year as District Governor and to deliver the proposed budget to Members of the Corporation as noted in the bylaws.

6.3.8.2 Assemble and collate any comments from Presidents Elect and circulate them to all Presidents Elect, the DGE and the District Governor Team;

6.3.8.3 Present the budget to the club presidents-elect at District Assembly, respond to questions from the floor and those raised in during the notice period, and call for a vote to accept the budget as presented / amended;

6.3.8.4 Maintain the financial books and records of the District for the period they hold office;

6.3.8.5 Prepare financial reports from time to time and present them to the District Advisory Committee and the District Executive as requested by the DG;

6.3.8.6 Prepare a financial statement for the year 1 July to 30 June and provide such information to the accountant for District 7070 as required to complete the Review Engagement, with the review to normally be completed prior to the end of September;

6.3.8.7 Provide such information to the insurance company as required so that the insurance company may renew the District's policy for the coming year and may issue an insurance certificate for each of club and so that the District Treasurer may calculate the premiums payable by each club with respect to the District policy;

6.3.8.8 Prepare invoices for the District levies, Foundation Walk assessments, and other special charges for each club in the District (including the premium for each club's share of the District insurance policy) and send such invoice to the respective clubs;

6.3.8.9 Receive such monies as are payable to the District from time to time and deposit them to the District bank account in a timely manner;

District 7070 Guideline of Procedure and Policy (cont'd)

- 6.3.8.10 Pay all bills and expenses of the District in a timely manner after receiving such approvals as are appropriate or required and ensure that the District Governor is aware of the details of each payment prior to releasing it to the payee;
- 6.3.8.11 Provide a report of all financial transactions during each Rotary year to the Past District Governor following the completion of the Review Engagement.

6.4 DISTRICT INCORPORATION

- 6.4.1 District 7070 has been incorporated as a not-for-profit organization with a corporation number 440928-1.
- 6.4.2 The Board of Directors shall consist of the number of Directors specified in the Articles, which is, as of the date hereof, a minimum of three (3) and a maximum of eight (8). If the articles provide for a minimum and maximum number of Directors, the Board shall be comprised of the fixed number of directors as determined from time to time by the Members by ordinary resolution or, if the ordinary resolution empowers the Directors to determine the number, by resolution of the Board. In the case of a soliciting corporation, the minimum number of directors may not be fewer than three, at least two of whom are not officers or employees of the Corporation or its affiliates.

It is the intent hereof that one of the Directors shall be the Immediate PDG of District 7070, one of the Directors shall be the DG of District 7070 and one of the Directors shall be the DGE of District 7070. If the IPDG is not available to serve as a Director, the past District Governor immediately preceding the IPDG would normally be nominated as a Director or, if the former District Governor is not available then a former District Governor will be nominated to serve as a Director.
- 6.4.3 The Board of Directors shall meet no less than once annually.

District 7070 Guideline of Procedure and Policy (cont'd)

6.5 The purpose of the District organization is:

6.5.1 to assist the District Governor in the performance of his or her duties by enlisting the ideas, enthusiasm, and efforts of many Rotarians to promote greater Rotary service;

6.5.2 to assist the District Governor with routine District administration; and

6.5.3 to assist clubs and individual Rotarians in more effective service by providing information, inspiration, and channels for discussion and debate in many fields of Rotary activity.

6.5.4 The district will act as agent of the clubs in arranging a Composite Package insurance policy for all clubs to be issued in the name of each club

6.5.5 The district treasurer will notify each club of the premium payable, as calculated by the insurance company, collect such premiums from the clubs, and remit the aggregate payment for all clubs to the insurance company.

6.5.6 The individual Certificates of Insurance and Policy Documents for each club's insurance policy will be distributed to each such club.

6.5.7 Each club shall be made aware of the insurance coverage provided and any club obligations related to the policy and encouraged to seek additional special coverage as may be required through the Broker.

6.5.8 The District Advisory Council

6.5.8.1 The District Advisory Council shall consist of the District Governor, District Governor Elect, District Governor Nominee, District Governor Nominee-Designate, the Vice Governor, the District Secretary, the District Treasurer, the District Rotaract representative and the chair of each District Advisory Council committee.

6.5.8.2 The Advisory Council shall meet at the call of the District Governor and no less than semi-annually.

6.5.9 District Advisory Council Committees

District Advisory Council committees are charged with carrying out the goals of the District. The District Governor is an ex officio member of all committees. Continuity of District Committees is important, and each new appointment should be made on a three-year basis and so that at least one half of the membership remains in office at the conclusion of each Rotary year. The Chair of each District Advisory Council committee should be approved by the District Governor, District Governor-Elect and the District Governor-Nominee.

District 7070 Guideline of Procedure and Policy (cont'd)

The District shall have a committee structure as recommended by the Rotary International Leadership Plan and shall include:

- 6.5.9.1 Administration/Assistant Governors;
- 6.5.9.2 Program Committees;
- 6.5.9.3 Membership;
- 6.5.9.4 Public Relations;
- 6.5.9.5 Foundation;
- 6.5.9.6 Finance and Audit;
- 6.5.9.7 District Conference;
- 6.5.9.8 Long Range Planning;
- 6.5.9.9 Awards;
- 6.5.9.10 Governance; and
- 6.5.9.11 others at the District Governor's discretion.

Wherever possible, committee members shall draw from clubs across the district.

6.5.10 The Finance and Audit Committee

The Finance and Audit Committee will be comprised of at least three Rotary members appointed annually by the Board of Directors. The District Treasurer shall not be a member of the Finance and Audit Committee but shall report to the Committee to enable the Committee to discharge its responsibilities. A majority of the members of the Finance and Audit committee shall not be officers of the Corporation. All Finance and Audit committee members must have the ability to read and understand financial statements including a balance sheet, an income statement and a cash flow statement. At least one Finance and Audit committee member shall have a professional accounting designation or related financial expertise.

The Finance and Audit committee shall oversee the financial reporting processes and controls of the Corporation and shall recommend the appointment of an accountant or, if required, an auditor. The Finance and Audit committee shall review the financial statements and financial reports. It shall ensure compliance with regulatory and accounting requirements and shall review operating risks and the adequacy of operating reserves. The Finance and Audit committee shall meet at least three times in each fiscal year.

District 7070 Guideline of Procedure and Policy (cont'd)

6.5.10.1 The Finance and Audit Committee shall ensure that the District Treasurer manages the financial affairs of the Corporation so that sufficient operating reserves are maintained so the District can pay its expenses as they come due. Given the cash cycle of the District's revenues and expenses, operating reserves should fall within the following range:

Category	Minimum Reserve	Maximum Reserve	Rationale
Club levies	25%	50%	Levies are billed in July. Most are received during August, September, and October. Operating expenses during this period must be paid before current year revenues are received.
Insurance premiums	25%	50%	As above.
District conference expenses	25%	50%	Deposits to hold the venue are paid in the previous year before any registrations are received. Provides a contingency for financial risks associated with insufficient registrations to break even including the subsidy from the operating budget.

The District Treasurer shall determine the required reserves at each year-end and for reporting to the Finance and Audit Committee. The minimum reserves required by this guideline shall be established as board-restricted reserve and shall be reported as such on the Corporation's financial statements.

If reserves fall outside of the range, the District Treasurer shall present a plan to the Finance and Audit Committee to restore them to within the acceptable range within three years.

District 7070 Guideline of Procedure and Policy (cont'd)

- 6.5.10.2 Budget – The District Treasurer shall meet with the District Governor team (the IPDG, DG, DGE, DGN) early in the calendar year in which he or she is to assume office, to prepare a budget for the year commencing July 1st. The proposed budget shall be submitted to the District Governor Team for review and then to the Board of Directors so that the proposed budget may be circulated to all Members of the Corporation as noted in the bylaws.
- 6.5.10.3 There are several meetings that district leaders are required to attend, the costs of which shall be included in the budget.

Rotary Meeting / Function	District leaders required to attend
District Assembly	Registration for: DG, DGE, DGN, DGND District Trainer(s) District Secretary District Treasurer
District Conference	Registration and accommodation for: DG and partner DGE and partner
Zone 28-32 Conference	Registration, accommodation and travel for: DG and partner (or alternative if DG is unable to attend)
Learning to Lead- DG & Leadership Team Training	Registration, accommodation & travel for: DG DGE & Partner DGN & Partner District Membership, Public Relations, Foundation & Training Chairs
International Convention:	Registration, accommodation and travel* for: DGE and partner

Travel coverage is defined in Section 6.6.4.5 and subsections, below.

- 6.5.10.4 The budget should include for payment of the expenses for those leaders listed using the following scale as applicable.

District 7070 Guideline of Procedure and Policy (cont'd)

- 6.5.10.4.1 lowest economy airfare and applicable ground transportation, OR mileage to the meeting if applicable at the RI CDN Rate per km up to the lowest economy airfare equivalent
- 6.5.10.4.2 standard hotel room
- 6.5.10.4.3 meeting registration fee (including early bird discount if offered)
- 6.5.10.5 The budget should include provision for the following:
 - 6.5.10.5.1 the District share of the cost of multi-district PETS
 - 6.5.10.5.2 the operational costs of the District organization.
 - 6.5.10.5.3 a District contribution for the district conference, currently set at \$20,000.
 - 6.5.10.5.4 the total expenses for the global grant scholars to attend the district conference
 - 6.5.10.5.5 it is expected that all global grant scholars whose expenses have been paid shall attend the complete District Conference
 - 6.5.10.5.6 a per capita assessment to cover the Foundation Walk expenses
- 6.5.10.6 The budget shall be adopted by the approval of three fourths of EITHER the Presidents-Elect OR their individually assigned Proxy, present and voting at the District Assembly (i.e. one vote per club).
- 6.5.10.7 The Corporation shall maintain appropriate bank accounts at a Canadian chartered financial institution.
- 6.5.10.8 On July 1, the District Treasurer shall render an invoice to each club for the annual levies contribution as calculated in the approved budget which, for greater certainty, shall include payment by each club of the club's share of the insurance premium for the District's insurance policy.
- 6.5.10.9 All monies received from clubs or individuals pertaining to District affairs shall be deposited in a District bank account. The District Treasurer shall invest surplus funds in short term deposits providing the term of any such deposit does not extend past the end of the Rotary year or the deposit can be redeemed without loss of principal as of any date subsequent to the end of the Rotary year.
- 6.5.10.10 All disbursements chargeable against District funds shall be approved by the DG, DGE, or IPDG, as appropriate and supported by the timely receipt of properly documented invoices or receipts.
- 6.5.10.11 The Board of Directors shall establish the cheque signing officers by resolution on an annual basis. The signing officers would normally be the District Treasurer, the DG, the DGE, and the IPDG. All disbursements shall require two signatures.

District 7070 Guideline of Procedure and Policy (cont'd)

- 6.5.10.12 The District Treasurer shall maintain a set of books for the District in accordance with Accounting Standards for Not-for-Profit Organizations.
- 6.5.10.13 The District Treasurer or the Past District Treasurer, as appropriate, shall distribute to the Immediate Past District Governor as soon as possible after July 1, with a target completion date of September 30 each year a reviewed financial report. This financial report shall be approved by the Advisory Board on behalf of the member clubs.
- 6.5.10.14 The District Treasurer or the Past District Treasurer, as appropriate, shall keep, as supporting evidence, for the year to which they apply, all deposit slips, bank statements, and paid invoices together with any correspondence relative to the District finances until the completion of the Review Engagement. Once the Review Engagement has been completed, the District Treasurer shall retain the records or pass them on to the following District Treasurer for retention in compliance with legal record retention requirements.
- 6.5.10.15 At the time that the financial statements are approved, the Board of Directors shall nominate an accountant upon the recommendation of the Finance and Audit Committee whose responsibility will be to perform a year-end Review Engagement of the financial statements.
- 6.5.10.16 Any District Committee that requires its own operating bank account is required to obtain annual approval for operating such an account from the Board of Directors. The bank signing officers shall be the same as for the District's operating bank account and the financial accounting records shall be maintained by the District Treasurer.

6.5.11 The District Conference Committee

- 6.5.11.1 No more than 6 months after being confirmed as the DGND he or she shall establish a District Conference committee.
- 6.5.11.2 The District Conference committee shall prepare a conference budget with the District Treasurer for approval by the Board of Directors prior to incurring any expenditures and prior to entering into any contracts. The District Treasurer shall be an ex-officio member of the District Conference committee.
- 6.5.11.3 Subsidies for Rotaractors, Interactors, Earlyactors, Youth Exchange students, the Vocational Training Team, and Rotary Foundation Scholars to attend the District Conference shall be included in the appropriate committees' section of the District budget, as applicable.

7 ASSISTANT GOVERNORS

- 7.1 The District into groups of clubs is recommended to encourage greater inter-club activity and to assist the District Governor with the administration of the District.
- 7.1.1 The clubs of the District shall be divided into groups with an Assistant Governor heading each group.
- 7.1.2 The DGE shall appoint the Assistant Governors for his or her year as Governor. These appointments shall be for one year. It is suggested that an Assistant Governor shall serve for three consecutive years, renewable annually by mutual consent with the DGE of the ensuing year.
- 7.1.3 In each Rotary year, the clubs assigned to each Assistant Governor will be left to the discretion of the DGE in consultation with the DG team and with the Assistant Governors.
- 7.1.4 The Assistant Governors are representatives of the District Governor. Their duties in general terms are outlined in the Manual of Procedure, in the Chapter on The Rotary District. In particular, there will be specific activities as assigned by the District Governor, to assist the DG as the DG sees fit.

8 DELEGATE TO THE COUNCIL ON LEGISLATION OF ROTARY INTERNATIONAL

- 8.1 The District's delegate and alternate to the Council on Legislation shall be a PDG according to the criteria outlined in the Manual of Procedure, Section 10. This section also outlines the method of selecting the delegate.
- 8.2 The delegate should seek advice and direction on legislative proposals from the DG team and the Clubs prior to attending the Council.
- 8.3 The delegate should work closely with his or her alternate at all times so that, should the occasion arise, he or she will be able to take the place of the delegate with a minimum of inconvenience.

9 PRESIDENTS-ELECT TRAINING SEMINAR (PETS)

In accordance with Article 15.030 of the By-laws of Rotary International this seminar shall be conducted annually by the District Governor-Elect, in cooperation with the District Governor and the District Trainer, for the purpose of orientation and training of club Presidents-Elect. The seminar should be held prior to April 15th. It is mandatory for every President-Elect to attend. If he or she is unable to attend District 7070 PETS, alternate arrangements must be made to attend another district's PETS.

PETS in District 7070 is currently a two-part training session with the second part being a multidistrict event.

10 VISIT TO ROTARY INTERNATIONAL HEADQUARTERS

The District Governor-Elect may arrange with the General Secretary at Rotary International for a visit by Club Presidents-Elect to Rotary International Headquarters in Evanston for the purpose of meeting R.I. staff, having a first-hand look at the operations of R.I. and forming a closer bond with fellow club presidents. The visit is usually scheduled to immediately follow the Multi District Presidents-Elect Training Seminar. While not mandatory, Presidents-Elect are urged to participate, and it is suggested that each club pay the expenses of its President. The DGN is encouraged to accompany the group at their own expense.

11 FOUNDATION WALK

- 11.1 It is held each fall for the purpose of raising money for The Rotary Foundation Annual Program Fund and to foster a strong fellowship among Rotarians of the District.
- 11.2 The presidents of all clubs, all Rotarians of the District, and their families and friends are encouraged to participate.
- 11.3 The Clubs in the District obtain pledges from members and friends on a per-kilometre or per participant basis. These amounts are tabulated and submitted to the Walk committee on the morning of the Walk, as a single pledged amount from the Club.
- 11.4 The Archie Doyle Trophy is awarded to the club obtaining the highest per capita pledge submitted before the beginning of the Walk.
- 11.5 To recognize the amount of effort that goes into hosting the walk, the walk will include several clubs being the hosts, with one club being selected as the lead club. The district is currently divided into five regions. The walk will be hosted by each region on a rotational basis.
 - 11.5.1 Region 1, Rotary Clubs of Belleville, Brighton, Campbellford, Cobourg, Colborne, Northumberland Sunrise, Picton, Port Hope, Quinte Sunrise, Stirling, Trenton and Wellington, Belleville-Loyalist Rotaract Club
 - 11.5.2 Region 2, Rotary Clubs of Ajax, Bowmanville, Courtice, Oshawa, Oshawa, Parkwood, Pickering, Port Perry, Uxbridge, Whitby, Whitby-Sunrise

District 7070 Guideline of Procedure and Policy (cont'd)

- 11.5.3 Region 3, Rotary Clubs of Scarborough, Toronto East, Scarborough Bluffs, Scarborough-Twilight, York, East York, Toronto Danforth, Agincourt, Markham Sunrise, Markham Unionville, Scarborough Passport, Beaches Toronto, North Scarborough and Toronto Leaside, Toronto Danforth Rotaract Club, UTSC Rotaract Club
- ~~11.5.4~~ Region 4, Rotary Clubs of Toronto, Toronto Earls court, Toronto Forest Hill, Toronto Twilight, Toronto Skyline, Richmond Hill, Aurora, Newmarket, North York and Willowdale, Rotaract Club of Toronto, Willowdale Rotaract Club, Rotaract Club of U of T
- 11.5.5 Region 5, Rotary Clubs of Allison, Kleinberg Nobelton Schomberg, Woodbridge, Toronto Eglinton, Toronto Bay Bloor, Toronto Sunrise, Parkdale High Park Humber, Etobicoke and Toronto West, Rotaract Club of GTA Connect, Rotaract Club of York University
- 11.5.6 Repeat the sequence starting over again with Region 1
- 11.6 Per capita membership numbers will be based on the July 1st membership numbers reported by each club.
- 11.7 Individual club total pledges may be announced after all pledge forms have been submitted to the Walk committee.
- 11.8 Each club will make its own return to the Rotary Foundation by submitting a group pledge form to TRF Canada.
- 11.9 In recognition of the cost of presenting the walk, each club shall be assessed an amount per member, determined as part of the District Budget and collected as part of the invoice for District Dues and insurance. The District Treasurer shall promptly pay all such assessments collected to the lead club in the region responsible. Any costs of running the walk-in excess of the total assessments shall be the responsibility of the clubs in the host region.

12 ANNUAL GOVERNORS' DINNER

In keeping with District 7070 tradition, the immediate Past District Governor arranges a dinner meeting for all Past District Governors and their partners to be held at a convenient time and place, at no cost to the District.

The District Governor may use this opportunity to give a "State of the District" report and the District Governor Elect may be invited to outline his or her objectives for the following year.

13 MEMBERSHIP

- 13.1 In conjunction with the district membership committee each club shall be encouraged to have an active membership committee.
- 13.2 The district encourages clubs to retain and increase their membership in conjunction with the assistance of the district membership committee and visioning committee, for example.
- 13.3 All Rotarians should be on the lookout for areas within the District boundaries where new clubs could be formed and thrive. Suggestions of areas for possible new clubs should be made to the District Governor.

14 OTHER POLICIES

- 14.1 Rotary Clubs in District 7070 place a great emphasis on their work with people in the community, including Youth and other Vulnerable Persons. A Youth and Vulnerable Persons Protection Policy has been developed under separate cover and demonstrates District 7070's commitment to protecting Youth and Vulnerable participants in Rotary events and programs.
- 14.2 A Youth Exchange Policy and Procedures Guide has been developed under separate cover and demonstrates District 7070's commitment to protecting Rotary Youth Exchange participants. This document provides a basic framework for District 7070's policies and procedures for the Youth Exchange program.
- 14.3 Rotary Clubs place great emphasis on their work with people in the community, including children, young people, and other vulnerable persons through Rotary's many programs including Rotary Youth Leadership Awards ("RYLA"), Interact clubs, mentoring programs and Rotary International Youth Exchange ("Youth Exchange"). This volunteer effort is vital to the quality of life in our communities and to the good reputation of Rotary and Rotarians. For this exemplary work to continue, it is important that our Rotary Clubs An Abuse and Harassment Policy has been developed under separate cover and demonstrates the District 7070's commitment to protect the interests of everyone involved and create and maintain a safe and respectful environment for all participants in Rotary programs, activities or events.
- 14.4 In the event of a "crisis" it is imperative to operate pursuant to established guidelines to ensure the communication of accurate, timely, and consistent information to Rotarians and the public, and to provide for the immediate care and protection of all individuals involved in the situation, as well as their families. A Crisis Management Plan has been created under separate cover to deal with crisis and deliver the highest level of transparency and cooperation.
- 14.5 All district policies will be in keeping with the laws of the Province of Ontario, and Canada.

District 7070 Guideline of Procedure and Policy (cont'd)

14.6 As a guide, District 7070 will use the following Rotary International documents (always current version) as references for suitable intent and guidelines.

- ROTARY MANUAL OF PROCEDURE (DOCUMENT 035)
- ROTARY CODE OF POLICIES
- ROTARY YOUTH PROTECTION GUIDE (DOCUMENT 775)