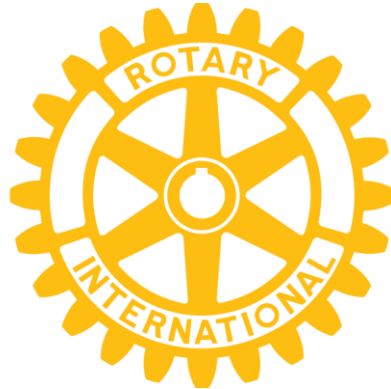


Rotary District 7070

# District 7070 Guideline of Procedure and Policy

May 13, 2017

# Rotary



**ROTARY INTERNATIONAL  
DISTRICT 7070  
GUIDELINE OF PROCEDURE AND POLICY  
May 2017**

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

**1 EXPLANATION**

Just as no Rotary Club can function effectively without a smooth working organization supporting its President, so too for the District. In this day and age, a District Governor cannot possibly do that which is necessary to achieve the maximum in club activity in all five avenues of service without the enthusiastic dedication and support of many Rotarians working in a district team or organization.

Much contained herein is simply a record of what has been developed over a number of years in the District. Some items have been added after much debate and with the advice and assistance of many knowledgeable Rotarians in addition to our own Past District Governors.

The following abbreviations are defined for use in this document:

| Abbreviation | Meaning                             |
|--------------|-------------------------------------|
| DG           | District Governor                   |
| PDG          | Past District Governor              |
| DGE          | District Governor Elect             |
| DGN          | District Governor Nominee           |
| DGND         | District Governor Nominee Designate |
| 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 web site. The District Guideline of Procedure and Policy is distributed annually to all club presidents.

**3 CHANGES TO THE GUIDELINE**

The District Long Range Planning Committee, in consultation with the District Governor, shall periodically, at a minimum of every three years, review these Guidelines and amend them if necessary.

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

### **4 THE ROTARY CLUB'S LEADERSHIP TEAM**

- 4.1 The Rotary year shall begin on July 1 of each calendar year.
- 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 24-32 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 In particular, 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
- 4.5 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:
  - 4.5.1 Name of Club;
  - 4.5.2 Name of Rotarian and Classification;
  - 4.5.3 Addresses (home and office with preferred mailing address);
  - 4.5.4 Telephone Number (home and office);
  - 4.5.5 Fax Number;
  - 4.5.6 Email Address; and
  - 4.5.7 Name of partner.

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

### **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 R.I., Article 15 070. The District Governor is instructed in his or her duties by the Board of Directors of R.I. at the 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 15.090. 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**

5.4.1 The nomination procedure for District Governor Nominee-Designate is outlined in Article 13 of the By-laws of R.I.

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 plus the current Governor who acts as chair. The chair shall invite each club in District 7070 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.

5.4.4 In making its selection, the Nominating Committee shall not be limited to those names submitted by clubs in the district.

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

- 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 District 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 13.040.1 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.
- 5.4.1 Vacancy in the Office of Governor.
  - 5.4.1.1 *The nominating committee for governor 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.
- 6.2 The Officers of the district are:
  - 6.2.1 the immediate past District Governor
  - 6.2.2 the current 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

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

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 30<sup>th</sup>, 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 30<sup>th</sup>.
- 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.
  - 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.

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

- 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 Finance Committee a budget for their year as District Governor and to deliver the proposed budget to Presidents Elect no later than 30 days before the District Assembly.
  - 6.3.8.2 Assemble and collate any comments from Presidents Elect and circulate them to all Presidents Elect, the DGE and the Finance Committee;
  - 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 the 30 days prior, 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 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 auditor as required to complete the audit, with the audit to normally be completed prior to the end of October;
  - 6.3.8.7 6.3.8.7 Provide such information to the insurance company as required in order that they issue an insurance policy for each of the clubs prior to the commencement of each Rotary year and calculate the premiums payable by each club with respect to such club's policy;
  - 6.3.8.8 6.3.8.8 Prepare invoices for the District dues, Foundation Walk assessments, and other special charges for each club in the District (including the payment of the premium for each club's 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;
  - 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 record of all financial transactions during each rotary year to the Past District Governor following the completion of the audit.

## 6.4 District Incorporation

- 6.4.1 District 7070 has been incorporated as a non-profit organization with a corporation number 440928-1.



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

6.4.2 The Board of Directors shall consist of the three immediate Past District Governors as Directors and three Officers:

6.4.2.1 the current District Governor as President;

6.4.2.2 the current District Secretary as Secretary; and

6.4.2.3 The current District Treasurer as Treasurer

6.4.2.4 The Board of Directors shall meet annually.

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 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 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 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.

6.6 The District organization should be flexible and should be adapted to meet the changing needs within the District.

6.6.1 The District Advisory Board

6.6.1.1 The District Advisory Board 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 committee.

6.6.1.2 The District Advisory Board is the primary link between the District Governor and the District organization and is chaired by the District Governor Elect.

6.6.1.3 In accordance with the objectives and direction of the District Governor, the Advisory Board should promote the highest level of service activity within the clubs in the district and oversee district support services to the clubs.

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

6.6.1.4 The Advisory Board shall meet at the call of the District Governor and no less than semi-annually. Regular meetings shall be advertised in advance of the commencement of the Rotary year.

### **6.6.2 The Long Range Planning Committee**

6.6.2.1 The Long Range Planning Committee is composed of the District Governor, District Governor-Elect, District Governor-Nominee, the District Governor-Nominee-Designate and the District Rotaract representative. Other Rotarians may be invited by the District Governor to sit on this committee.

6.6.2.2 The chair of the Long Range Planning Committee is appointed by the District Governor-Elect from among the Past District Governors and shall serve no more than 3 consecutive years.

6.6.2.3 The duties of this committee are as follows:

6.6.2.3.1 to review and update the District 7070 Strategic Plan (to be in use no more than 3 years without a review) and arrange for it to be available for download from the District website, distributed to the Advisory Board and club presidents;

6.6.2.3.2 to consider and suggest to clubs resolutions and motions to the Council on Legislation; and

6.6.2.3.3 to provide advice and guidance to the District Governor-Elect, District Governor-Nominee, and District Governor-Nominee-Designate

### **6.6.3 District Committees**

The role of a District Committee is to assist the District Governor in a particular sphere of Rotary activity. The District Governor will have formulated plans for activity in certain areas in accordance with directions received from the President and Board of Directors of Rotary International and from his or her own plans for the district. The committees are responsible for assisting the clubs in achieving Rotary International, district and club goals. 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. These appointments should be made by the District Governor, District Governor-Elect and the District Governor-Nominee.

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

6.6.3.1 Administration/Assistant Governors;

6.6.3.2 Program Committees;

6.6.3.3 Membership;

6.6.3.4 Public Relations;

6.6.3.5 Foundation;

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

- 6.6.3.6 Finance;
- 6.6.3.7 District Conference;
- 6.6.3.8 Long Range Planning;
- 6.6.3.9 Awards; and others at the District Governor's discretion. Wherever possible committee members shall be drawn from clubs across the district.

6.6.4 The Finance Committee

This committee shall consist of the District Governor, the District Governor Elect, the District Treasurer and the immediate Past District Governor, who are the signing officers.

- 6.6.4.1 In line with Rotary International the district finance committee shall maintain a reserve fund that should normally be between 65% and 100% of the highest expenses of the last three fiscal years, with 85% considered as "nominal". Planned deviations from that range may occur from time to time with the approval of at least 3/4ths of the club presidents who are in attendance at a regularly scheduled Presidents' Club or at District Assembly. If approval is required prior to such a meeting, then approval is required from 3/4ths of all club presidents who vote by email provided that each club president shall be provided with at least fourteen days from the date of being notified of the vote in order to respond with their vote. Should reserves fall outside of the range, a plan to restore them to within the range within an expected period of no longer than three years must be implemented.

- 6.6.4.2 The reserve funds may be accessed by the district treasurer with approval of a majority vote of the district officers.

The District Treasurer, with the prior approval of the District Officers, may access the reserve funds for an aggregate amount of up to \$5,000 within a Rotary year and for more than \$5,000 with the prior approval of 3/4ths of all Club Presidents who vote. For this purpose, Club Presidents shall vote as outlined in section 6.6.4.1.

- 6.6.4.3 Budget – The Finance Committee shall meet with the District Governor-Elect early in the calendar year in which he or she is to assume office, to prepare a budget for the year commencing July 1st so that the proposed budget may be circulated to all Presidents Elect no later than 30 days before the District Assembly, as described in Section 6.3.8 above, for presentation at the District Assembly.
- 6.6.4.4 There are several meetings that the District Leaders are required to attend.

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

|                           |   |
|---------------------------|---|
| Rotary Meeting / Function | District Leaders required and supported in District budget  |
| District Assembly         | Registration for:<br>DG, DGE, DGN, DGND<br>District Trainer(s)<br>District Secretary<br>District Treasurer  |
| District Conference       | Registration and accommodation for:<br>DG and partner<br>DGE and partner  |
| Zone 24-32 Institute      | Registration, accommodation and travel* for:<br>DG, DGE, DGN and their partners<br>Foundation Chair, District Trainer(s), District Delegate to the Council of Legislation |
| International Convention: | Registration, accommodation and travel* for:<br>DGE and partner   |

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

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

- 6.6.4.5.1 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
- 6.6.4.5.2 standard hotel room
- 6.6.4.5.3 meeting registration fee (including early bird discount if offered)
- 6.6.4.5.4 No provision is to be made in the budget for meals at district meetings other than snacks and water/coffee/tea during meetings. Exceptions: Foundation Dinner meeting (November) and incoming ADG meeting (spring);
- 6.6.4.5.5 No provision or payment is to be made for accommodation or for mileage for travel within the district. However, for District Conference, hotel room for the District Governor and District Governor Elect is to be included and paid as indicated in 6.6.4.4
- 6.6.4.6 the budget should also include provision for the following:
  - 6.6.4.6.1 the District share of the cost of multi-district PETS
  - 6.6.4.6.2 the operational costs of the District organization.
  - 6.6.4.6.3 a district contribution for the district conference, currently set at \$20,000.

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

- 6.6.4.6.4 the total expenses for the global grant scholars to attend the district conference
- 6.6.4.6.5 it is expected that all global grant scholars whose expenses have been paid shall attend the complete District Conference
- 6.6.4.6.6 a per capita assessment to cover the Foundation Walk expenses
  - 6.6.4.7 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).
  - 6.6.4.8 The finance committee shall maintain appropriate bank accounts at a Canadian chartered financial institution.
  - 6.6.4.9 On July 1, the District Treasurer shall render an invoice to each club for the annual dues contribution as calculated in the approved budget which, for greater certainty, shall include payment by each club of the insurance premium for such club's policy.
  - 6.6.4.10 All monies received from clubs or individuals pertaining to District affairs shall be deposited in a District bank account. The Finance Committee has the authority to 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 cashed-out without loss of principal as of any date subsequent to the end of the Rotary year.
  - 6.6.4.11 All disbursements chargeable against District funds shall be approved by the Finance Committee Chair and supported by the timely receipt of properly documented invoices. Where funds are to be drawn under the auspices of a District Committee, the Committee Chair will first authorize a standard district requisition form, to be forwarded with supporting documentation, to the Finance Committee Chair for approval and processing.
  - 6.6.4.12 Each cheque shall be signed by any two of the four signing officers, all of whom shall be members of the District Finance Committee.
  - 6.6.4.13 The District Treasurer shall maintain a set of books for the District acceptable to the District Governor and in accordance with GAAP.
  - 6.6.4.14 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 October 31 each year a reviewed financial report with comparison to the approved budget. This financial report shall be approved by the Advisory Board on behalf of the member clubs.

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

- 6.6.4.15 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, cancelled cheques and paid invoices together with any correspondence relative to the District financing until the completion of the review. Once the review of the financial records has been completed, the District Treasurer or the Past District Treasurer, as appropriate, shall then give the records to the District Governor for the year to which they apply and that person should keep the records for 7 years.
  - 6.6.4.16 At the time that the budget is approved, the Finance Committee shall nominate an accountant whose responsibility will be to perform a year-end review of the financial statements for consideration by the club presidents.
  - 6.6.4.17 Any District Committee that requires their own operating bank account is required to obtain annual approval for operating such an account from the sitting District Governor. In addition, said committee is responsible for providing the District Treasurer with an audited statement of their accounts for the year within 30 days of the end of the fiscal Rotary year. This audited statement must be approved by the District Governor for the given Rotary year. The District Treasurer will incorporate these financials as an addendum to the Districts Annual Financial Statement.
- 6.6.5 The District Conference Committee
- 6.6.5.1 No more than 6 months after being confirmed as the District Governor-Nominee-Designate he or she shall establish a District Conference committee.
  - 6.6.5.2 The District Conference committee shall prepare a conference budget and submit it to the finance committee for approval prior to any expenditures
  - 6.6.5.3 The expenses for Rotaractors, Interactors, Earlyactors, V.T.T. (Vocational Training Team), Rotary Foundation Scholars, and all youth exchange students to attend the District conference shall be included in the appropriate committees' sections of the district budget.
  - 6.6.5.4 Following the chartering of a Rotaract Club, the sponsoring Rotary club shall be responsible for paying the expenses of at least two Rotaractors to attend the District Conference each year for the first three years. Thereafter, it is desirable that the sponsoring club continues in each year to pay the expenses of at least two Rotaractors to attend the District Conference.
- In addition, the District Youth Services Committee shall endeavor to obtain additional contributions from other clubs to assist with paying the expenses of Rotaractors at the District Conference.

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

- 6.6.5.5 Each club hosting a youth exchange student shall be responsible for paying the expenses of the student they are hosting to attend the District Conference. The District Conference Committee may, in its sole discretion and provided there is appropriate room in its budget, set a conference fee that is lower for youth exchange students than for other attendees.
- 6.6.5.6 It is expected that youth exchange students and Rotaractors whose expenses have been paid shall attend the complete District Conference with the youth exchange students under the direction and supervision of the youth exchange committee.
- 6.6.6 The Awards Committee
  - 6.6.6.1 The Awards Committee will be responsible to the District Governor for the maintenance of the district and Rotary International awards register and the maintenance of the awards. The Awards Committee shall include the immediate PDG, who shall serve as chair (if available and willing) the DG, DGE, DGN, DGND and any others as selected by the DG.
  - 6.6.6.2 Detailed descriptions of the various awards open for competition between all the clubs of the district shall be posted on the district website and are included in this document as Appendix A.
  - 6.6.6.3 Any approval of an application for an R.I. award must include input (not approval) from the District Governor. In considering that input, the DG will consult confidentially with the appropriate club president / board member for their input, both at the time of the nomination and upon notification of the award's approval by RI. If any concerns are raised at either point, the DG or delegate will evaluate and provide guidance to the signing authority as per district policy. The final decision on whether to present the award or ask for it to be rescinded remains with the original signing authority, as per RI Policy.
  - 6.6.6.4 The awards will be presented at a time and place of the District Governor's choosing.
- 6.6.7 Special Subcommittees or Groups
  - 6.6.7.1 Where clubs and/or Rotarians form an organization within the District for a specific purpose which may in any way affect the activities or role of the clubs or District, they must:
    - 6.6.7.2 Provide a proposed terms of reference, including governance structure, to the District Governor for his or her approval;
    - 6.6.7.3 Provide an annual activity plan to the District Governor Elect prior to the commencement of his or her term as District Governor; and
    - 6.6.7.4 Provide a summary report and financial statement to the District Governor as soon as possible upon completion of the Rotary year but not later than Sept 30th.

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

### **7 DISTRICT TRAINER**

- 7.1 The District Trainer's responsibility is to organize a training committee to oversee all the training necessary to ensure a successful Rotary year. Without limiting the generality of the foregoing this may include:
  - 7.1.1 PETS – Because our District is involved in multi-district PETS, the District Trainer shall work in conjunction with his or her counterpart from the other Districts involved;
  - 7.1.2 District Assembly – This should be held after PETS at a time that will not interfere with attendance at the international convention by those who should attend the seminar in accordance with the Manual of Procedure;
  - 7.1.3 Leadership Team Training; and
  - 7.1.4 any other activity as requested by the District Governor, such as Club Visioning.
- 7.2 It is advisable to train all presenters who have been asked to participate in District events in methodologies which encourage participation
- 7.3 The District Trainer is appointed by the District Governor-Elect, in consultation with the District Governor, and the District Governor-Nominee.
- 7.4 It is desirable that the District Trainer serves for 3 consecutive years, renewable annually by mutual consent with the Governor Elect.

### **8 ASSISTANT GOVERNORS**

- 8.1 The principle of dividing 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.
  - 8.1.1 The clubs of the District shall be divided into groups with an Assistant Governor heading each group.
  - 8.1.2 The District Governor-Elect 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 Governor Elect.
  - 8.1.3 The actual division of clubs assigned to each Assistant Governors each year will be left to the discretion of the District Governor Elect, in consultation with his or her Assistant Governors, who will be best qualified to allocate them according to conditions existing from time to time.
  - 8.1.4 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 him or her as he or she sees fit.



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

### **9 DELEGATE TO THE COUNCIL ON LEGISLATION OF ROTARY INTERNATIONAL**

- 9.1 The District's delegate and alternate to the Council on Legislation should be among the most knowledgeable Rotarians from within the clubs of the District. The delegate and alternate shall be past officers of Rotary International according to the criteria outlined in the Manual of Procedure, Section 10. This section also outlines the method of selecting the delegate. The District Governor shall follow the instructions sent by RI.
- 9.2 The delegate should seek advice and direction on legislative proposals from the District Governor, the Long Range Planning Committee, the clubs, and the Rotarians of the district prior to attending the Council.
- 9.3 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.

### **10 PRESIDENTS' CLUB**

- 10.1 The purpose of this group is to provide a forum for Club Presidents to exchange information and to develop acquaintance in accordance with a constitution approved by them.
- 10.2 This organization is separate from District Administration, has no group function and is chaired by the District Governor-Elect.
- 10.3 There should be at least 3 meetings per year of this group. Regional Presidents meetings may be held at the discretion of the District Governor.

### **11 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.

### **12 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.

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

**13 FOUNDATION CHALLENGE WALK**

- 13.1 This event is a walk of a distance specified by the host club in consultation with the District Governor-Elect.
- 13.2 It is usually 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.
- 13.3 The presidents of all clubs, all Rotarians of the District, and their families and friends are urged to participate.
- 13.4 The Clubs in the District obtain pledges from members and friends on a per-kilometer 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.
- 13.5 The Archie Doyle Trophy is awarded to the club obtaining the highest per capita pledge submitted before the beginning of the Walk.
- 13.6 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 as follows;
  - 13.6.1 In 2016 Region 1, Belleville, Brighton, Campbellford, Cobourg, Colborne, Northumberland, Sunrise, Picton, Port Hope, Quinte Sunrise, Stirling, Trenton, Wellington
  - 13.6.2 In 2017 Region 2, Ajax, Bowmanville, Courtice, Oshawa, Oshawa, Parkwood, Pickering, Port Perry, Uxbridge, Whitby, Whitby-Sunrise
  - 13.6.3 In 2018 Region 3, Alliston, Aurora, Bradford, Kleinburg, Markham, Sunrise, Markham Unionville, Newmarket, Richmond Hill, Woodbridge
  - 13.6.4 In 2019 Region 4, Etobicoke, Parkdale High Park, Toronto, Toronto – EarlsCourt, Toronto – Eglinton, Toronto - Forest Hill, Toronto – Humber, Toronto – Sunrise, Toronto – Twilight, Toronto – West, , Toronto Skyline.
  - 13.6.5 In 2020 Region 5, Agincourt, East York, North Scarborough, North York, Scarborough, Scarborough – Bluffs, Scarborough – Twilight, Toronto – Beach, Toronto Danforth, Toronto - Don Mills, Toronto - Don Valley, Toronto – East, Toronto – Leaside, Willowdale, York
  - 13.6.6 Repeat the sequence starting over again with Region 1
- 13.7 Per capita membership numbers will be based on the July 1st membership numbers reported by each club.
- 13.8 Individual club total pledges may be announced after all pledge forms have been submitted to the Walk committee.

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

13.9 Each club will make its own return to the Rotary Foundation by submitting a group pledge form to TRF Canada.

13.10 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.

### **14 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.

### **15 MEMBERSHIP**

15.1 In conjunction with the district membership committee each club shall be encouraged to have an active membership committee.

15.2 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.

15.1 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.

### **17 Vulnerable Sector Policy**

17.1 As representatives of Rotary District 7070 and of individual Rotary Clubs, Rotarians are actively involved with members of the community including young people, the elderly, and people with disabilities. As an organization, Rotary District 7070 is committed to protecting the interests of participants in any and all Rotary activities at both the District and Club level. It is the duty of all Rotarians, Rotarians' spouses, partners and other volunteers to protect vulnerable individuals with whom they come in contact through Rotary activities and to prevent any physical, sexual or emotional abuse, or harassment, and neglect. Fulfilling this duty protects the individuals and enhances the interests of Rotary Clubs and Rotarians in their volunteer efforts to improve the quality of life in our communities. Further, Rotary's reputation is maintained and the risk of liability, including legal liability is minimized.

17.2 It is the responsibility of every Rotarian to safeguard the welfare of every person with whom they come in contact during their activities as a Rotarian. Special attention is to be given to children, the elderly, the disabled and other vulnerable persons. This includes the prevention of physical, sexual or emotional abuse, harassment and neglect.

17.3 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)***

- 17.4 As a guide, District 7070 will use the following Rotary International documents (always current version) as references for suitable intent and guidelines.
- 17.5 ROTARY MANUAL OF PROCEDURE (DOCUMENT 035)
- 17.6 ROTARY CODE OF POLICIES
- 17.7 ROTARY YOUTH PROTECTION GUIDE (DOCUMENT 775)

**APPENDIX A  
DISTRICT AWARDS**

The District Awards Chair will normally be the Immediate Past District Governor. Committee members will include the DG, DGE, DGN, and DGND.

The following Awards are open to all clubs in District 7070. Some of them are annual, as noted below. The others will only be awarded at the DG's discretion in any given year.

The following Awards are open to all clubs in District 7070:

**The Austin Bodie Singing Trophy**

This is awarded to the club with the best record for singing. Judging is by the District Governor on his or her visits to the clubs.

**The Club Bulletin Plaque**

The Club Bulletin Plaque will awarded by the District Governor.

**The Oddy Robson Memorial Bell**

This is presented to the club that contributes most to inter-club fellowship. The District Governor will be a member of the committee for judging this award.

**The Ed Storie District Conference Award (Annual)**

This award will be given to the three clubs that have the best percentage attendance at the District Conference, each club in one of the following three categories: Clubs with less than 25 members, Clubs with 26-50 members, and clubs with more than 50 members. The home club of the District Governor will be excluded from consideration for this award.

**The Basil Tippet Trophy**

This is awarded to the club with the highest member retention ratio, based on the club's membership at the beginning of the Rotary year.

**The Wally Large Memorial Trophy**

This is awarded to the club with the highest percentage increase of membership growth for the past twelve month period. Reported membership on successive July 1st. attendance reports is used to calculate this award.

**Tibor Gregor Community Service Award**

This award is given to the Club with the best Community Service Project during the year.

**The Rotary Foundation Trophy**

This is awarded to the club with the highest per capita contribution to The Rotary Foundation Programs for the year to the previous June 30.

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

### **The Norm Simpson Trophy for International Service**

This trophy is awarded annually to the club in the district that, in the opinion of the District Governor, after consultation with his or her predecessor, made the most outstanding contribution to the International Service of Rotary during the preceding Rotary year.

### **The Les Faludy Leadership Award**

This award is made to the club President who, in the judgment of the District Governor, provided the most outstanding leadership during the preceding Rotary year.

### **The Council of Past District Governors Trophy**

This trophy is awarded annually to the Rotarian of the District who has made the greatest service contribution during the preceding Rotary year.

### **The R.I. Public Relations Award and District External PR Award**

This award honours clubs that have generated increased awareness and understanding of Rotary through media coverage or public relations efforts. District 7070 can submit one entry selected by the District Governor. The Entry Selected for submission to RI also is awarded the District External Communications Award

### **District Internal Communications Award**

This award covers communications within or between clubs and is open to all clubs by application. The application should include samples of internet sites, club bulletins, coverage in Rotary News or samples of internal Rotary education campaigns.

### **Wilf Wilkinson Peace Award**

This award is made to a Rotarian, Rotary Club or a friend of Rotary who, in the judgment of the District Governor, made a significant contribution to defending, preserving, nurturing, and promoting a culture of peace and non-violence.

### **Doug Dempsey Literacy Award Willowdale**

The District 7070 Rotary Club or individual Rotarian that exhibits the best examples of a project(s) designed to promote domestic and/or international literacy.

### **Bob Scott Disease Prevention Award**

This award is made to a Rotarian, Rotary Club or a friend of Rotary who, in the judgment of the District Governor, made a significant contribution to disease prevention and treatment in Rotary District 7070 and beyond.

### **District Youth Services Award**

This award recognizes a club that has provided outstanding service to Youth over an extended period. All segments of Youth Services qualify for consideration, including Rotaract, Interact, EarlyAct, RYLA, Youth Exchange, community or international service focused on Youth, etc. The award will be approved by the DG in consultation with the District Youth Services Chair, Youth Exchange Chair, and others as appropriate.