

District 7070 Guideline of Policies and Procedures and District Leadership Plan



**ROTARY INTERNATIONAL
DISTRICT 7070
GUIDELINE OF POLICIES AND PROCEDURES AND
DISTRICT LEADERSHIP PLAN
April 2026**

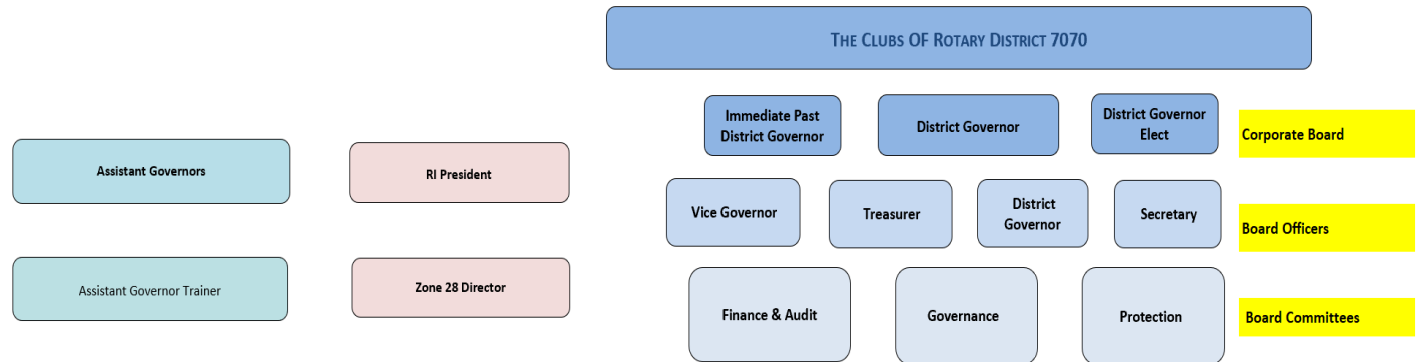
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Acronyms/Definitions

The following abbreviations are defined for use in this document:

ACRONYM	
DG	District Governor
IPDG	Past District Governor
DGE	District Governor Elect
DGN	District Governor Nominee
DGND	District Governor Nominee Designate
DGT	District Governor Team (i.e. the DG, IPDG, DGE, DGN, and DGND)
DLT	District Leadership Team
AG	Assistant Governor
PELS	Presidents Elect Learning Seminar
RYLS	Rotary Youth Leadership Symposium
AGM	Annual General Meeting
DEFINITIONS	
Corporation	Rotary International District 7070 Incorporated
District	District 7070
Club	A member Rotary Club of District 7070

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



Section 1

Introduction

Preamble

Nothing in the District 7070 Policy and Procedure Manual is intended to conflict with existing Statements of Policies and Manuals of Procedure issued by Rotary International. Should conflict occur, the dictates of Rotary International will prevail, except for any items in conflict with the Not-for-Profit Corporations Act, 2010.

The Policies and Procedures shall be in accordance with the By-Laws of District 7070 and shall be reviewed annually and updated to reflect changes made by Rotary International and ensure current practice is reflected. If any policy or procedure herein is not in conformity with the Constitution, By-laws or policy of Rotary International as amended from time to time, the terms of the Constitution, By-laws and policies of RI shall prevail, with the exception of any items in conflict with the Not-for-Profit Corporations Act, 2010.

By virtue of acceptance of nomination or appointment, the Officers of District 7070 shall agree to abide by the policies stated herein.

Role of the District

Districts connect clubs with each other and to resources from Rotary International. They also train club leaders and facilitate programs such as RYLS and Rotary Youth Exchange to ensure that Rotarians get the most from their membership and shine as leaders in their communities. Our activities advance the Objective of Rotary by:

- Supporting its member clubs in fulfilling the Objective of Rotary.
- Supporting its member clubs in developing vibrant organizations.
- Supporting Rotary International.
- Strengthening and expanding Rotary to communities in District 7070.
- Fostering Unity among Rotary clubs and the community in general.

Purpose of Manual

- Provide an established standardized policy guide for District Governors, District Committees and District clubs as it pertains to District 7070 functions and operation.
- Provide an orderly and useful system of maintaining records of District 7070.
- Provide a manner of keeping records of District 7070 resolutions and actions.

Subject: Vision, Mission, Value, Statements

Policy:

The Vision, Mission and Value Statements shall remain consistent with those of Rotary International, reviewed annually by the DLT and submitted to the District Board for approval.

Vision Statement:

Together we see a world where people **unite** and **take action** to **create lasting change** across the globe, in our communities and in ourselves.

Mission Statement:

We provide service to others, promote integrity, and advance world understanding, goodwill, and peace through our fellowship of business, professional, and community leaders.

Four Priorities:

1. Increase our impact.
2. Expand our reach.
3. Enhance participant engagement.
4. Increase our ability to adapt.

Value Statement:

The 'Four Way Test' shall continue to guide our actions and shall be adopted as our value statement.

THE FOUR WAY TEST

Of the things we think, say or do:

First: Is it the TRUTH?

Second: Is it FAIR to all concerned?

Third: Will it build GOODWILL and BETTER FRIENDSHIPS?

Fourth: Will it be BENEFICIAL to all concerned?

Section 2

District Officers and Leadership

Subject: District Officers - Appointments

Policy:

District Officers shall be appointed as per section 5.01 of the by-laws. At minimum they shall include:

- District Governor
- Immediate Past District Governor
- District Secretary and
- District Treasurer

The DLT membership includes corporate board directors, officers, board committee chairs and chairs of the following operating committees:

- Youth Services
- Membership
- Action & Partnership
- Learning & Training Development
- Public Image
- Rotary Foundation
- Administration and Support

The DLT meets once a month. The schedule of meetings shall be determined prior to July 1st of each year by the IDG and notice provided prior to the first meeting.

Subject: District Office and District Files Location

Policy:

The District Office shall be at such location as the District Governor shall select, usually the address of the District Treasurer or District Secretary. The District Treasurer or District Secretary shall report changes to the District Office when filing the Annual Return with Corporations Canada. Official corporate records should be online and backed up as required.

Subject: District Governor Conclusion of Term of Office

Policy:

Rotary International requires that the District Governor at the conclusion of their term of office, do the following:

- Cull files for the year to remove all non-essential material.
- Pass the official files together with District owned properties to the District Governor Elect not later than thirty (30) days after the close of the term of office.
- The District Financial Report for the year provided to RI.
- The International Service and Rotary Foundation Report.
- The Report of any change in District boundaries or adjustment of club territories.
- A summary of significant developments in the District.

Subject: District Governor

Policy:

The District Governor is the officer of Rotary International within the District. The District Governor functions under the general control and supervision of the Rotary International Board for the administration and supervision of clubs within the District. The District Governor is nominated by the clubs and elected by the convention of Rotary International one year prior to assuming office.

The qualifications for a DG are outlined in the By-laws of the Corporation and the By-laws of Rotary International (as amended from time to time). The District Governor is instructed in their duties by the Board of Directors of Rotary International at the Rotary International Assembly which they must attend to qualify before taking office.

The District Governor's term of office shall begin on July 1 and shall continue for one (1) year or until a successor shall have been nominated and selected. Duties shall include but are not limited to:

- Furthering the Objective of Rotary by providing leadership and supervision of clubs in the District 7070.
- Working with the District Leadership Team and District clubs to encourage participation in the District's Leadership and/or Strategic Plan.
- Ensuring continuity in the District by working with past, current and incoming District leaders in fostering effective clubs.
- Ensuring the efficient and effective operation of the District and for the accomplishment of District goals and objectives.
- Chairing of the District Executive and Board.
- Following the duties and responsibilities assigned by Rotary International (see the Rotary International Manual of Procedure).

Subject: District Governor Elect

Policy:

The District Governor Elect shall have been nominated by District 7070 and elected at the convention of Rotary International.

The District Governor Elect shall:

- Demonstrate knowledge of the qualifications, duties and responsibilities of a Governor as described in the Rotary International's Manual of Procedure.
- Be willing to assume the role of Governor and submit to Rotary International a signed statement of such understanding.
- Assume the position of District Governor on July 1st of the Rotary year for which they have been elected.
- Attend a two-day mandatory training program or District Governors Elect at the Zone level that is held in conjunction with Rotary Institutes.
- Be responsible for a training program for Assistant Governors.
- Promote the efficient administration of Rotary International at the District level. Attendance at the International Assembly is mandatory for the full duration of the Assembly. The International Assembly provides the necessary preparation for assuming the office of District Governor.

If, for any reason, the DGE cannot attend the International Assembly for the full duration they are expected to resign or ask for the RI president-elect an accommodation. The DGE shall complete alternative training as arranged by the General Secretary.

In the event of a vacancy the following shall occur:

- A Past District Governor who has been selected to serve a second term prior to the International Assembly shall be invited to attend the International Assembly at the expense of Rotary International.
- A Past District Governor who has been selected to fill a vacancy in the office of District Governor which occurs between the International Assembly and September 1st shall receive, at Rotary International's expense, one or two days of intensive training at the Rotary International Office serving District 7070.

Subject: District Governor Nominee

Policy:

The District Governor Nominee shall:

- Be a Rotarian nominated by District 7070 to Rotary International to be the District Governor following the District Governor Elect. (See Rotary International Manual of Procedure.
- Shall be a member in a functioning Rotary Club in good standing, which has no outstanding indebtedness to Rotary International or to the District as of the close of the preceding year.
- Have served as President of a Rotary Club for a full term.
- Have served as an AG of the District for at least one term.
- Demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the Office of District Governor.
- Demonstrate knowledge of the qualifications, duties and responsibilities of District Governor as prescribed in the Bylaws of Rotary International and submit to Rotary International, through its General Secretary, a signed statement that the Rotarian clearly understands such qualifications, duties, and responsibilities. Such statement shall also confirm that the Rotarian is qualified for the Office of Governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.
- Coordinate closely with the District Governor and the District Governor Elect in preparation for assuming the role of District Governor.
- Attend the annual Rotary Zone Institute in preparation of assuming the role of District Governor Elect.
- Be a member of the District Learning Team.

Subject: District Governor Nominee Designate

Policy:

The District Governor Nominee Designate shall:

- Be a Rotarian nominated by District 7070 to Rotary International to be the District Governor following the District Governor Nominee. (See Rotary International Manual of Procedure).
- Be a member in good standing of a Rotary Club and have no outstanding indebtedness to Rotary International or to the District as of the close of the preceding year.
- Have served as President of a Rotary Club for a full term.
- Have served as an AG of the District for at least one term.
- Demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the Office of District Governor.
- Demonstrate knowledge of the qualifications, duties and responsibilities of District Governor as prescribed in the Bylaws of Rotary International and submit to Rotary International, through its General Secretary, a signed statement that the Rotarian clearly understands such qualifications, duties, and responsibilities. Such statement shall also confirm that the Rotarian is qualified for the Office of Governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.

Subject: Assistant Governor

Policy:

Assistant Governors shall be appointed by the District Governor for a three-year term. There are normally 15 Assistant Governors. District Governors shall strive to organize their appointments so that one third of the Assistant Governors conclude their three-year term each year.

The Assistant Governor shall be proactive in the support of the assigned clubs and shall take a personal interest/responsibility in the success of every club in their assigned area.

Requirements for an Assistant Governor are:

- Membership, other than honorary, in good standing in a Rotary Club within District 7070 for a period of at least three (3) years.
- Shall have served as a Club President for a full term.
- Willingness and ability to accept the responsibilities of Assistant Governor.
- Attend the District's Assistant Governor training sessions.
- Meet with and assists the Presidents Elect before the Rotary year to discuss the club goals and to review the summary of Club Plans and Objectives.
- Visits each club regularly, ideally one visit each quarter of the Rotary year.
- Attend at least one board meeting per club.
- Keep the District Governor up to date on progress within the assigned clubs.
- Schedule and plan for the visit of the District Governor to the clubs in the area.
- Encourage development of future District leaders.
- Represent the District Governor at club events as requested.
- Provide coaching to the club president to help the president lead the club well.
- Provide advice to the club president where the assistance of District leadership team members or other subject matter experts could improve club performance.
- Encourage collaboration between clubs to promote Rotary fellowship and joint service projects.

Subject: District Secretary

Policy:

The District Secretary shall be a Rotarian who should be knowledgeable in Rotary, familiar with District meetings and who can:

- Assist the District Governor by making arrangements for District meetings.
- Handle correspondence.
- Compile minutes of District meetings.
- Maintain District records.

The District Secretary is appointed annually and may be reappointed to serve normally not more than three (3) consecutive terms unless extended by mutual agreement.

Duties of the District Secretary shall include:

- Organization of District Leadership Team and Board meetings.
- Send out agenda and meeting contact information members in advance of the meeting date.
- Take minutes of the meeting. Send draft minutes and attached reports out as soon as possible following the meeting.
- Keep an electronic copy of all minutes, including the Annual General Meeting, and other corporate records.
- At beginning of the year circulate to all Board members the year's meeting dates and times as approved by Board resolution.
- Following A.G.M. and before the end of the Rotary year, update the corporation's information.
- Answer club inquiries for District information.

Subject: District Treasurer

Policy:

The District Treasurer shall be a Rotarian competent in accounting practices, who should be knowledgeable in Rotary and familiar with District operations.

The District Treasurer is appointed annually and may be reappointed to serve normally not more than three (3) consecutive three (3) year terms unless by mutual agreement.

The District Treasurer shall:

- Administer and account for District funds and maintain the required financial records.
- Maintain all District financial records.
- Prepare in conjunction with the District Governor Elect and the District Governor Team a budget for the DGE's year as District Governor and to deliver the proposed budget to Members of the Corporation as noted in the bylaws.
- Receive and deposit all funds and make all authorized disbursements.
- Assume responsibility for books of accounts on all District funds.
- Issue a financial report at each meeting of the DLT.
- Prepares the working papers for the efficient review of the Annual Financial Statements by the independent accountant.
- Pay, in a timely manner, requests for payments that have been approved by the appropriate Committee Chairs or District Officers.
- Assist in an annual independent review of the District's financial records.
- File returns as required by the Canada Revenue Agency.
- 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.
- On retirement from Office the District Treasurer shall deliver to the successor District Treasurer all books of accounts and any properties of the District in his / her / their possession.

Subject: Vice Governor

Policy:

The District Governor Elect will select the Immediate Past District Governor to serve as Vice Governor and if that person is not able to accept the position, then will select the next available Past District Governor to be named as Vice Governor who shall serve during the year following selection. 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 District Governor duties.

Section 3

District Committees

Subject: District Committee General Policy

Policy:

Annually the District Governor Elect shall, prior to assuming office on July 1, appoint Chairs of committees to assist in the administration of District 7070.

The District Governor may, at their own discretion and in accordance with administrative needs, appoint other ad hoc committees during their term as Governor when deemed by to be necessary or desirable.

Subject: District Leadership Team (DLT)

Policy:

Committee Mandate/Purpose

The DLT is charged with conducting the effective operation of the District in meeting its goals and objectives for the Rotary year.

Committee Membership

The District Governor assumes the Chair of this Committee. Membership of the Committee includes the District Governor Elect, District Governor Nominee, District Governor Nominee Designate, the Chairs of the Board and District Operating Committees, the District Secretary, and the District Treasurer.

Communication and Club Service

The Committee meets once a month. Each member is required to submit a report detailing activities, actions, and challenges. The Chair will determine which reports to bring forward for discussion. Decisions are made by the group and actions communicated to the appropriate Chair for execution.

Subject: Nominating Committee

Policy:

Committee Mandate/Purpose

It is the responsibility of the Nominating Committee for District Governor Nominee to actively concern itself in arousing club interest to sponsor outstanding, properly qualified candidates for the office of District Governor Nominee.

Committee Membership

The Nominating Committee for District Governor Nominee shall consist of the current District Governor and four (4) most recent past District Governors who:

- Are available and are members in good standing of clubs in District 7070.
- Still reside within the boundaries of District 7070.
- The District Governor shall serve as the Chair and only vote to break a tie.
- In the event one of the recent past District Governors cannot service, the District Governor shall appoint a replacement Past District Governor to serve for the un-expired term. The appointee shall meet the requirements as set out above.

Procedure for selection and appointment of the District Governor Nominee:

The Chair of the Nominating Committee shall notify the members of the District of each club in writing, no later than November 1st, that the names of qualified candidates for District Governor Nominee may be submitted to the Chair of the Nominating Committee.

On or before the second Friday of January, the President of any club may file the name of one of its members as a nomination for District Governor Nominee with the Committee Chair. This requires a resolution by the club submitting the nominee; adopted at a regular meeting of the club and certifying that the candidate meets the qualifications for District Governor Nominee as follows:

The candidate:

- Shall be a member in good standing in a functioning club which has no outstanding indebtedness to Rotary International or to District 7070 as of the close of the year preceding that of the nomination for District Governor Nominee.
- Shall have full qualifications for such membership in the strict application of the provisions therefore and the integrity of the Rotarian's classification shall be without question.
- Shall have served as a club President for a full term and at the time of taking office (as District Governor) will have had been an Active Rotary member in District 7070 for seven years.
- Shall have served as an Assistant District Governor for at minimum one year.
- Shall demonstrate willingness, commitment, and ability (physical and otherwise)

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

to fulfill the duties, responsibilities, and obligations of the office of the District Governor.

- Shall demonstrate knowledge of the qualifications, duties and responsibilities of a District Governor as prescribed in the Bylaws of Rotary International and submit to Rotary International, through its General Secretary, a signed statement that the Rotarian clearly understands such qualifications, duties, and responsibilities. Such statement shall also confirm that the candidate is qualified for the Office of Governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.

Following the second Friday in January, the Chair shall distribute the applications for review by the Committee members. The information of all candidates must be kept confidential.

On or before the fourth week of January, the Chair shall call a meeting of the Nominating Committee to interview proposed candidates.

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

The District Governor Elect and District Governor Nominee will observe the interviews as development for their year. Within two (2) weeks the selection of the successful candidate will be made by the committee and presented to the Board together with a statement of the candidate's qualifications for approval.

The Committee Chair shall then notify all candidates of their decision after Board approval.

Candidates who were not successful may appeal the decision of the Nominating Committee within fourteen (14) days through resolutions of appeal by five (5) Rotary Clubs in good standing of District 7070 submitted to the Chair of the Nominating Committee. The candidate(s) with such appeal(s) registered by the five (5) Rotary Clubs shall have their names and the name of the candidate chosen by the Nomination Committee shall be placed on a ballot and submitted for a vote by email. Consistent with Rotary International 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...". The candidate receiving the most votes shall be declared the District Governor Nominee.

If there is no appeal by at least five clubs, the decision of the Nominating Committee shall be approved by the Board, disclosed to the candidate, and made known to the District Membership.

Subject: Finance and Audit Committee

Policy:

Committee Mandate/Purpose

The Finance and Audit committee shall:

- Oversee financial reporting processes and financial controls.
- Recommend the appointment of an accountant or, if required, an auditor.
- Review the financial statements and financial reports.
- Ensure compliance with regulatory and accounting requirements.
- Review operating risks and the adequacy of operating reserves.

Committee Membership

The Committee shall consist of the District Governor Team and shall be supported by the District Treasurer.

Reserve Policy

The Finance and Audit Committee shall ensure 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 September. Most are received during September, October, and November. 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.

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

The District Treasurer shall determine the required reserves at each year-end 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. These limits shall be used by the District Governor Elect and the Finance and Audit Committee when developing and reviewing the proposed District budget and the resultant recommended mandatory per capita contribution for the fiscal year.

This Contingency reserve is to provide for the following ongoing issues:

- Liquidity – cash required before dues are received.
- Deposits to secure venues – District Conference
- Continuity of program support – If District membership unexpectedly drops below budgeted projections in any given year.

By resolution of the Board of Directors, reserves may fall outside of the range. The Board should ensure there is a plan developed to restore them to within the acceptable range within three years. The plan shall be approved by the Finance and Audit Committee.

Subject: Governance Committee

Policy:

Committee Mandate/Purpose

The Committee is established to provide education, advice and support on governance matters to individual Clubs, the District Leadership Team, and the District Board of Directors.

The Committee assists the individual Clubs and the District Board in fulfilling its oversight responsibilities, in relation to corporate governance practice, compliance and conduct.

Committee Membership

The Committee Chair will be selected by the District Governor with support from the District Governor Team. The Chair will be a member in good standing of a Rotary Club from District 7070. The Chair will also have experience in dealing with governance matters at the Club level and above.

The Committee will consist of no less than five (5) members. The Board Chair is a member of the Committee. The Committee members shall be appointed by resolution of the Board. Each member shall continue as a member until a successor member is appointed, unless the member resigns, or is removed by resolution of the Board.

Communication and Club Service

The Chair shall maintain an open avenue with the District Leadership Team, and specifically the District Governor.

The Committee Chair shall report the work of the Committee at least quarterly to the District Leadership Team and the Board of Directors.

The Committee, with input from the District Leadership Team, shall develop an annual work plan that is responsive to the governance needs of the District. The annual work plan shall be reviewed and approved by the Board.

The Committee shall provide governance training to members of the District through numerous opportunities (i.e., PELS, District Assembly).

The Committee shall make itself available to provide focused governance training and advice to individual Clubs.

The Committee Chair shall make themselves available to District leaders (i.e., Assistant District Governors) provide advice on governance issues at the Club level.

Subject: District Conference Committee

Policy:

Committee Mandate/Purpose

No more than 6 months after being confirmed as the District Governor Nominee Designate, the DGND shall establish a committee to plan and execute their District Conference.

Committee Membership

The DGND shall select a chair and members of the Committee from members of District 7070 who are in good standing. The District Treasurer shall be an ex-officio member of the committee.

Communication and Club Service

The District Conference chair, the DGND, and the District Treasurer shall prepare a conference budget, which shall be prepared on a break-even basis, inclusive of the annual subsidy from the Operating budget, and shall make reasonable assumptions regarding the registration fee and number of registrations. Any unresolved issues shall be referred to the District Governor Team.

All contracts must have two signatories with one being an Officer of the District. All contracts should be signed by the DG or DGE on the recommendation of the committee chair and the District Treasurer.

Subsidies for Rotaractors, Interactors, Earlyactors, Youth Exchange students, and Rotary Foundation Scholars to attend the District Conference shall be included in the appropriate committees' section of the District budget, as applicable.

Subject: District Membership Committee

Policy:

Committee Mandate/Purpose

Its responsibility is to provide the clubs with the necessary training and materials to accomplish their conducting membership development and club extension throughout the District.

Committee Membership

The Committee Chair is appointed by the District Governor and is a member and reports to the District Leadership Team.

The Chair shall selection members for the Committee who are in good standing with the District.

Communication and Club Service

The Committee is responsible for providing Membership Development to Club Officers and members within the District.

The Chair assures that appropriate and well-versed Rotarians serve as presenters at the meetings.

To encourage clubs to provide for an active Membership Development Committee. This Committee shall encourage the involvement of all members to propose new members.

To provide information about district membership development progress at all District meetings.

To provide membership development seminars throughout the District.

To speak to clubs, when invited, on membership growth.

To recognize clubs for showing the best effort in membership

Section 4

Financial Management

Subject: Operating Budget Preparation and Approval

Policy:

Budget Preparation

Preparation of the District operating budget for the next fiscal year (beginning July 1) shall be the joint responsibility of the District Governor Team and the District Treasurer.

The operating budget shall be prepared on a break-even basis, making reasonable assumptions regarding the number of Rotary and Rotaract members, and shall include proposed club levies for Rotary and Rotaract clubs.

The operating budget may propose the use of reserves to fund one or more specific expenditures, which shall be disclosed.

The operating budget shall include a subsidy for the District Conference, to reduce the registration fee, as well as subsidies to support attendance by Rotaractors, Interactors, Youth Exchange students, and global grant scholars. It may also include subsidies for district training events.

The operating budget may cover expenses of selected district leaders to attend Rotary events. While the scope of this varies from year to year depending on budget room, it typically includes the following:

Rotary Event	District leaders that may be funded to attend
District Assembly	Registration fee for DG, DGE, Training Chair
District Conference	Registration fee and accommodation for: DG and partner DGE and partner
Zone Conference	Registration fee, accommodation, and travel for: DG DGE and partner DGN and partner
International Convention	Registration fee, accommodation, and travel for: DGE and partner.

Budget Approval

The District Treasurer shall distribute the proposed budget, including the current year's proposed budget and the year-end forecast, to the President-Elects three weeks prior to the District Assembly, for presentation and approval at the District Assembly.

The budget requires the approval of three quarters of the President-Elects or their proxy, present and voting at the District Assembly.

The District Treasurer and District Governor shall use their best efforts to manage District finances in accordance with the approved budget and to operate the District's finances on a break-even basis.

Subject: Sources, Types and Purpose of District Funds

Policy:

The District's finances consist of the following funds, each of which has its own bank account, all of which are under the control of the District Treasurer.

Operating fund. Revenue consists of club levies, insurance premiums, investment income, Rotary event registration fees, and any other revenue not included in the restricted funds. These revenues fund all expenditures not funded through the restricted funds. The operating budget also includes District Governor funding from Rotary International, which may only be used for prescribed purposes as directed by Rotary International.

Youth Exchange fund. An internally restricted fund. Revenue consists of funds contributed by parents of outbound Youth Exchange students and by participating Rotary clubs. These revenues fund all programming costs of the Youth Exchange program for inbound and outbound students. Most administrative costs of the Youth Exchange program are part of the operating budget.

Foundation Grants Fund. An externally restricted fund, as required by Rotary International. Revenue consists of funds provided by The Rotary Foundation to fund District Grants, the foundation grants seminar, and costs to support the administration of the district grant program. This fund also receives and disburses funding received from The Rotary Foundation for Global Grant Scholars.

Subject: Payment or Reimbursement of Expenses

Policy:

Payments should be made directly to the suppliers providing the product or service, wherever possible. Sometimes, that is not practical, so the expenditure is incurred by a District officer, director, committee chair, or committee member and is submitted for reimbursement.

Expenditures being submitted for payment to the supplier directly or for reimbursement shall be paid according to the following guidelines.

Expenditures must be reasonable and must be for a purpose that is funded in the District budget, unless approved by the District Governor.

Expenditures incurred by a committee member must be approved by the committee chair.

Expenditures being submitted for payment or reimbursement through a restricted fund shall be approved by the committee chair or treasurer of the fund.

All requests for payment to a supplier or for reimbursement, through the operating fund or through a restricted fund, shall be submitted to the District Treasurer for review. An email with a description of the expenditure and appropriate supporting documentation (invoices or receipts) shall be provided.

The District Treasurer shall review the request and ensure that the expense is eligible for payment or reimbursement, and that the documentation provided is appropriate and sufficient.

The District Treasurer shall submit the request to the District Governor for approval.

The District Treasurer shall issue a cheque, to be signed by one of the other authorized bank signing officers, normally the District Governor.

Cheques payable to the District Treasurer shall not be signed by the District Treasurer.

Cheques payable to the District Governor shall be approved by another bank signing officer, normally the Immediate Past District Governor, and shall not be signed by the District Governor.

The bank signing officers are the District Governor, the Immediate Past District Governor, the District Governor Elect and the District Treasurer. Any two to sign.

Subject: Management of Surplus Funds

Policy:

Investment Policy

As noted in the Reserve Policy, the District shall accumulate reserves to ensure there are sufficient funds on hand to fund expenditures which must be paid in advance and to provide a contingency reserve.

These funds shall be invested to provide a modest financial return.

Safety of principal and liquidity are the primary investment objectives. Therefore, funds shall only be invested in term deposits or guaranteed investment certificates with a term to maturity of one year or less and which can be redeemed without loss of principal at any time.

Subject: Financial Reporting

Policy:

Reports

The District Treasurer shall:

- Prepare monthly financial reports for the District Leadership Team.

End of Year

- The District Treasurer shall prepare draft financial statements for the fiscal year ended June 30, inclusive of any required year-end accruals, and shall submit them to the District Governor Team for review.
- Following this review, the District Treasurer shall submit the draft financial statements, together with all required working papers, to the accountants for preparation of the Review Engagement financial statements.
- Draft Review Engagement financial statements shall be submitted to the District Board for approval and to the District Leadership Team for information.
- The approved financial statements shall be submitted to the member clubs at the District AGM.
- Following approval at the AGM, the financial statements shall be submitted to Rotary International by the Immediate Past District Governor.
- 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.

Tax Reporting

- It shall be the responsibility of the District Treasurer to ensure submission of annual tax returns to the Canadian Government as required.
- The District Treasurer shall submit the HST for the fiscal year no later than September 30.

Section 5

District Operations

Subject: Governing Documents

Policy:

The Rotary International Manual of Procedure and the Canada Not-for-Profit Corporations Act are integral resources documents that inform the District 7070 Manual of Policy and Procedures.

Proposed changes to this Manual of Policy and Procedure shall be submitted in writing by letter or email to the Governance Committee.

The District Governance Committee shall review the Manual of Policy and Procedures annual and propose amendments. Prior to proposing amendments to the Board, the Governance Committee shall seek feedback from the District Governor Team.

The District Board at any regularly scheduled meeting shall consider proposed changes. Changes shall be approved by a majority vote of those members present at District Board.

The District Governor shall publish all approved changes to the Clubs through each Club's President and at the District Assembly.

The Manual of Policy and Procedure for District 7070 shall be reviewed for any required changes following the tri-annual report on the Council on Legislation and/or the distribution of the subsequent latest version of the Rotary International Manual of Procedure.

The District's delegate and alternate to the Council on Legislation shall be a Past District Governor according to the criteria outlined in the Rotary International Manual of Procedure.

The delegate should seek advice and direction on legislative proposals from the District Governor Team, the Governance Committee, and the Clubs prior to attending the Council.

The delegate should always work closely with his or her alternate so that, should the occasion arise, will be able to take the place of the delegate with a minimum of inconvenience.

Changes required following the report on the Council on Legislation shall be presented and voted on by Board Members present at the District Board Meeting. A change shall be approved by a simple majority vote. Club Presidents shall be informed by the District Governor of all changes. Any objections shall follow the above stated procedure.

Subject: District Insurance Policy

Policy:

Rotary Clubs in District 7070 are covered under a comprehensive group insurance policy for Rotary Clubs of Canada.

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.

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

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 District's Broker.

Clubs may be asked to provide evidence of insurance by other parties where Rotary events are taking place on premises owned by other parties. Clubs are encouraged to provide the required documentation to the insurance broker directly, so the insurer can issue any required certificates of insurance. The District Treasurer is available as a resource to assist clubs with this.

Subject: District Privacy Policy

Policy:

District 7070 operates based on this Privacy Policy and related procedures that guide the handling of personal information. This privacy statement demonstrates a firm commitment to protect the privacy of Rotarians and partners. This policy and related procedures are consistent with the Canadian Standards Association Model Code for the Protection of Personal Information and applicable privacy legislation. The information provided to District 7070 is held securely in trust and made available to Rotarians of District 7070, with an understanding it must not be shared outside Rotary without your permission. The only exception is the selected information that, as outlined below, is shared with Rotary International in accordance with RI policy.

In cooperation with your Club, District 7070 may collect your name, your picture, spouse or partner name, birth date (day & month), employer's name, home and business addresses, home and business telephone numbers, fax number, email address, occupation, membership start date, membership classification, membership proposer and hobbies, for the following purposes:

- to identify you as a Rotarian of District 7070.
- to facilitate easy communication throughout the District on matters of District interest.
- to facilitate social introductions when Rotary members and their spouses or partners congregate at District activities.
- for billing and invoicing purposes with respect to District activities.
- to contact you, from time to time, as required by District business (for example delivery of District conference information).

We keep personal information:

- for Rotarians and partners in District 7070
- if a Rotarian leaves a club, the name and Rotary number may remain on file to facilitate a return to that club.
- The District does not require, nor will we retain, banking or other financial.
- Any personal information that District 7070 retains is kept in such a manner as to ensure its security and confidentiality at all times. The District will protect privacy as vigorously as possible.
- The District stores personal information in electronic and physical files that are secure. The security measures include secure locks on filing cabinets, and using industry standard techniques such as firewalls, encryption, intrusion detection and restricted access to records and to equipment, including computers.
- Data transmission over the Internet cannot be guaranteed to be 100% secure. The District strives to protect personal information. The District cannot ensure or warrant the security of any information transmitted or received electronically.

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

- The District protects information so it cannot and will not be used as a commercial mailing list, either by the District or by any individual. Rotarians cannot use any Rotarian's personal information inappropriately.
- Our web site does not show member personal information except under protection of a password to authorized club or District officials who require it in the conduct of their duties.
- Personal information is not shared with any third party, except Rotary International, who receives the Rotarians name, partner name, membership start date and home address as required by law, government institutions, legal authorities or others who have asserted lawful authority to obtain the information.

The following excerpt has been taken from the Rotary International (RI) Privacy Policy and describes in part the way RI uses your personal information. CONFIRM UP TO DATE

RI Collection and Use of Personal Membership Data

As part of its effort to assist clubs and districts and facilitate communication with Rotarians, Rotary International collects personal information about Rotary club members to be used solely for the purpose of conducting the following core business activities:

- *Billing.*
- *Supporting The Rotary Foundation.*
- *Identifying prospective candidates for presidential and Foundation appointments to conferences, RI and The Rotary Foundation committees, task forces, and other assignments.*
- *Tracking membership trends, developing membership characteristics, producing demographic analysis, and supporting membership retention.*
- *Identifying Rotarians who have specific language and/or professional skills.*
- *Providing information and updates to district chairs and others involved in RI programs and service projects.*
- *Supporting The Rotarian and the regional magazines.*
- *Providing guidance to clubs and districts in their public relations efforts*
- *Communicating key organizational messages and information to district leaders for dissemination at the club level.*
- *Facilitating convention and special event planning.*

At the direction of the RI Board of Directors, RI may occasionally participate in special advertising and/or marketing initiatives that involve the release of membership information. Check if in the policy

RI will notify Rotarians about these initiatives and give them the opportunity to decline to participate. Rotary International may also disclose information as required by law or if pertinent to judicial or governmental investigations.

A Note About RI and Privacy of Member Information

To protect online privacy, Rotary International keeps e-mail addresses, telephone numbers, mail addresses and other information secure. RI protects the security of personal data by using password-protected areas and restricting access.

The security of your payment information during transmission is protected by Secure Sockets Layer (SSL) software, which encrypts all your personal information, including name, address, and credit card number, so that it can travel safely over the Internet. The entire credit card number is submitted to the appropriate credit card company during order processing, but we reveal only the last five digits of your credit card numbers when confirming an order. It is important for you to protect against unauthorized access to your password and to your computer. Be sure to sign off when finished using a shared computer.

The Official Directory is not available on the Internet and must be ordered by Rotarians. The Official Directory cannot be used as a commercial mailing list and Rotary club members should take care to make sure it is not possible for anyone else to use it for this purpose.

RI recommends Rotarians follow similar guidelines when using personal information on the Internet, e-mail, and district, club, or other Rotary-related Web sites.

Rotarians might consider:

- *Not posting what could be considered sensitive personal information, such as name, address, email address, telephone number, etc., without written permission from that Rotary club member.*
- *Using password-protected areas, where only members with passwords can log in if information needs to be shared.*

In general, all Rotarian users of the Internet should keep in mind that although one cannot control who views information on the Internet, one can control what is posted. Always consider the ramifications of posting sensitive data of Rotary club members and sharing email messages with addresses of other Rotarians with third parties.

Consent to sharing personal information, except age, with authorized District officials and RI is implied by Rotary membership.

RI has provided an opt out process for those members who do not wish RI to publish their personal information to third party organizations. Implied consent for RI to provide personal information to third party organizations will remain in place until such time as the Club Secretary receives instructions to opt out and passes that direction to RI. District 7070 will not provide personal information to third parties without prior consent.

Rotarians can review personal information by writing to or talking to the Club Secretary. Rotarians ask to have personal information corrected when required. There may be exceptional circumstances in accordance with the CSA Model Code which District 7070 may not be able to give an individual access to the personal information about them held by the District. In this case the District 7070 will explain the reason for this lack of access, as provided by the CSA Model Code.

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

The District Governor appoints the Privacy Officer who will be a member of the Governance Committee.

Rotarians should bring any privacy issues to the attention of the Club President or delegate who will help develop a resolution. If a resolution cannot be found, an appeal should be made to the ADG to try and find a resolution. If a reasonable resolution is not reached, a Rotarian may contact the District Privacy Officer. Personal information may be shared with all parties involved to reach resolution.

The privacy officer information is available on the District website

The Privacy Officer will reply to requests within thirty (30) days of receipt. If the Privacy Officer is not able to respond within this time, a notice of extension will be issued.

If a reasonable resolution is not reached, further appeal may be made to the Canadian Privacy Commissioner in Ottawa. From time-to-time District 7070 may add, change, or remove portions of this Privacy Policy when it is appropriate to do so. Should this happen the date on the Policy will be altered to indicate when the changes were made, and the changes will be communicated to all clubs in the district.

Section 6

Conferences, Seminars and Other Events

Subject: District Conferences, Seminars and Other Events

Policy:

The District Assembly, District Conference, Presidents Club, Presidents-Elect Learning Seminar (PELS), 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.

President-elects are strongly encouraged to attend PELS, even if they have served as a club president in prior years.

The benefits received will be in direct proportion to the representation at these meetings by club personnel. The club president is expected to ensure their club is appropriately represented at all such functions.

President-elects are strongly encouraged to attend the District Assembly. Other incoming club leaders are also encouraged to attend.

Subject: District Conference

Policy:

A District Conference may be held annually at a place recommended by the District Governor Nominee and approved at the Annual District Conference. The District Conference site shall normally be within the boundaries of District 7070.

The purpose of a District Conference is to further the program of Rotary through fellowship, inspirational programs and discussions of matters related to the affairs of the clubs, the District, the Zone and Rotary International. The Conference should highlight Rotary's successes of the clubs, the District and Rotary International.

As soon as possible after assuming office the District Governor Nominee shall appoint a Chair of the District Conference Committee and such other members, as necessary.

District funds allocated for the financial support of the District Conference shall be approved through the preparation of the operating budget, which is presented for approval by the President-Elects at the District Assembly.

The District Conference shall be budgeted to financially break even inclusive of the subsidy from the operating budget.

Subject: District Assembly

Policy:

The District Assembly shall be held in the spring, at least one month prior to July 1st. They are meant to provide motivation, inspiration, instruction and Rotary information in club operations and District Annual Goals.

The District Training and Learning Committee in cooperation with the District Governor Elect and the District Governor shall schedule and conduct the District Assembly. The location of the Assembly shall be decided upon by the District Governor and District Governor Elect.

Attending each District Assembly shall be the District Governor Nominee and the Assistant Governors for the area. Board Members and Secretary from each Club within the District area should participate in the District Assembly. The incoming presidents, or their designate, must attend the District Assembly for the purpose of conducting District business impacting the next Rotary year (i.e. approval of the budget).

Information shall be presented on District activities and resources in order that the incoming Club Officers, Directors, and other Club leaders will have a greater understanding of their responsibilities and opportunities for service in their Rotary year.

Learning Objectives shall have been identified by District Governor Team and focus on building the skills within Club leadership.

Rotary Clubs in District 7070 should recommend as a condition of taking office it should be a Club requirement for each Club Officer, Director, and Committee Chair for the next Rotary year to attend a District Assembly held prior to taking office. Clubs are encouraged to budget and fund their representative's attendance at this function.

A registration fee to assist in covering District Assembly expenses shall be established annually.

Subject: President Elect Learning Seminar (PELS)

Policy:

The District Governor Elect, with support from the Training and Learning Committee shall be responsible for running the PELS training program.

The dates of PELS shall be held preferably between the months of February and April.

President-Elects are strongly encouraged to attend PELS, even if they have served as a club president in prior years.

The purpose of the PELS shall be to plan, conduct, and present an informational program aimed at developing incoming Club Presidents and Leaders, enabling them to have the necessary skills, knowledge, and motivation to have a highly successful term as Club Presidents to include but not limited to:

- Sustain and/or grow the Clubs membership base.
- Implement successful projects that address the need of their communities and communities in other countries.
- Support the Rotary Foundation through both financial contributions and program participation.
- Develop leaders capable of serving in Rotary beyond the Club.

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. 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.

Subject: Foundation Walk

Policy:

The Foundation Walk 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.

The presidents of all clubs, all Rotarians of the District, and their families and friends are encouraged to participate.

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.

The Archie Doyle Trophy can be awarded to the club obtaining the highest per capita pledge submitted before the beginning of the Walk.

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. Regions are subject to change via vote of the Board of Directors.

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

Region 2, Rotary Clubs of Ajax, Bowmanville, Courtice, Oshawa, Oshawa, Parkwood, Pickering, Port Perry, Uxbridge, Whitby, Whitby-Sunrise

Region 3, Rotary Clubs of Scarborough, Toronto East, Scarborough Bluffs, Scarborough-Twilight, York, East York, Toronto Danforth, Agincourt, Markham Sunrise, Markham Unionville, Scarborough Passport, North Scarborough and Toronto Leaside, UTSC Rotaract Club, District 7070 Rotaract E-Club.

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

Region 5, Rotary Clubs of Allison (New Tecumseh), Kleinberg Nobleton Schomberg, Woodbridge, Toronto Eglinton, Toronto Sunrise, Parkdale High Park Humber, Etobicoke and Toronto West, Rotaract Club of York University

Repeat the sequence starting over again with Region 1

Individual club total pledges may be announced after all pledge forms have been submitted to the Walk committee.

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

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. Clubs incurring expenses to host the Foundation Walk shall be reimbursed by the District as per the Payment or Reimbursement of Expenses policy.

Subject: Annual Governors' Dinner

Policy:

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 dinner shall be prior to the commencement of the new Rotary year.

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.

Section 7

Other Stand-Alone Policies

Rotary Clubs in District 7070 place 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.

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.

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.

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.

All district policies will be in keeping with the laws of the Province of Ontario, and Canada.

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)