

## **District Procedures**

Throughout these procedures pronouns of the masculine or feminine gender shall include the other gender. The only reason Districts exist is to help clubs achieve the Object of Rotary: service and fellowship.

### **SECTION I – ADMINISTRATION**

#### **Article 1 – General**

The administration of District 7040 of Rotary International shall be directed by the District Governor in accordance with the policies and procedures established by the Board of Directors of Rotary International. These policies and procedures are intended to assist the District Governor in areas of local practice. The Governor is an ex-officio member of all district committees and shall be advised in advance of such meetings.

#### **Article 2 – District Secretary**

The Governor shall appoint a District Secretary, a Rotarian/Rotaract member who is a member of a club in the district, and assign such duties as the Governor may require in the year of office.

#### **Article 3 – District Treasurer**

The Governor shall appoint a District Treasurer; a Rotarian/Rotaract member who is a member of a club in the district, and assign such duties as may be required, consistent with Article 7 – District Finances.

#### **Article 4 – Area Governors**

As required, the Governor-Elect shall appoint Area Governors who will each be allotted a group of clubs as designated by the Governor-Elect and reported to Rotary International no later than 31 December preceding 1 July of the appointment. The duties and responsibilities of the Area Governors are included as Appendix A- Job Description, as approved by the District Council.

#### **Article 5 – The District Council**

The District Governor shall schedule at least four meetings of the District Council in the Rotary year to counsel the Governor regarding all aspects of district administration. Membership of the District Council shall be the District Governor (Chair); the District Governor-Elect (Vice-Chair); the District Governor Nominee; the Area Governors; District Committee Chairs; the District Secretary; and the District Treasurer.

All members in attendance, in person or via online meeting, or represented by a delegate, shall be of each matter on the agenda, the consensus of opinions expressed shall be recorded by the District Secretary to serve as the counsel offered to the District Governor by the Council on that matter.

#### **Article 6 – District Committees**

##### **6.1 – Executive Committees**

To provide continuity to the district administration, the following Executive Committees shall be established and staffed with experienced Rotarians/Rotaract members as detailed:

A) **Awards Committee** – shall be composed of three members including the District Governor.

B) **Continuity Committee** - shall be composed of the District Governor, District Governor-Elect, District

Governor-Nominee, Immediate Past District Governor, and, once selected, the District Governor-Nominee Designate. The District Governor and shall meet as needed to assure District continuity.

- C) **District Conference Committee** - The District Governor-Nominee shall appoint a qualified Rotarian to chair the District Conference in the DGN's year as Governor. That Rotarian/Rotaract member shall establish the District Conference Committee at the time of her/his appointment. The current District Governor shall sign any contract entered into for the conference, as well as the District Governor-Elect and District Governor Nominee. The District Conference will be planned in accordance with RI Bylaws 15.040.1. (Time and Place) and 15.040.2. (Site Selection).
- D) **Training Learning & Development Training Committee** – the District Governor-Elect in conjunction with the District Governor Nominee shall appoint the Chair for a one-year term, renewable for 3 years (see Appendix B). In conjunction with the District Governor, District Governor-Elect or responsible District Committee chairs, this committee will be responsible for the organization and implementation of PETS, District Training Assembly, Team Training Seminar and Committee seminars/workshops (if requested by the Committee Chair).
- E) **Finance Committee** – shall be composed of six Rotarians/Rotaract members one of whom is a Past Governor and who will serve as Chair. Appointments will be for one-year terms renewable with no member serving for more than three years consecutively; two members should be replaced annually to ensure continuity. Preference shall be given to Rotarians/Rotaract members who have previous experience as club treasurer and/or have accounting and/or finance experience and/or budgetary experience. All regions of District 7040 will be represented by at least one member and at least one member will be fluent in French. The finance committee shall meet at least semi-annually (once in each half of the year) with additional meetings at the call of the Chair or District Governor. All changes to line items will be submitted by the Committee Chair prior to February first. The Finance Committee shall review the proposed District budget prior to initial presentation to club presidents-elect no later than March 15 and a final closing date for voting no later than May 1. The District Treasurer and District Governor shall serve as ex-officio members of the committee
- F) **Legislative Committee** – The chair of this committee shall be the most recently returned delegate to the Council on Legislation who will select a committee. It is suggested that the committee be composed of three Past District Governors plus three area governors or experienced Rotarians/Rotaract members. Each geographic region of the district shall be represented.
- G) **Nominating Committee** – shall select the District Governor-Nominee for the upcoming Rotary year. The Committee will be composed of the three (3) most immediate Past District 7040 Governors; two (2) Area Governors who have completed a minimum of two years; and one (1) Past President, all of whom are available and active at the District level. It is strongly recommended at least one be fluent in French. The District Governor will put a call out for qualified Nominating Committee members, act as Chair, and only vote in the case of a tie. The District Governor-Elect and District Governor-Nominee shall observe the interview, voice opinions during the discussion period but not participate in the consensus vote. Members of this committee should serve for no more than three one year terms (as per Rotary Code of Policies 17.040.2).

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### **. 6.2 – Other District Committees**

The District Governor should ensure the appointment of experienced Rotarians/Rotaract members as chairpersons. To make use of as many qualified Rotarians/Rotaract members as possible, the terms of chairpersons should be limited to two three-year appointments.

Suggested committees include, but are not limited to:

- a) Membership (recruitment, retention, education, extension and club support)
- b) Literacy
- c) The Rotary Foundation (and its sub-committees: Scholarships, Endowment, Annual Fund, PolioPlus, Grants, etc.)
- d) Strategic Planning
- e) Public Relations
- f) Youth Service (and its subcommittees: Youth Exchange (Academic-year, S.T.E.P.,-Interact/EarlyAct, Rotaract, Rotary Youth Leadership Awards (RYLA) and all Adventures programs)
- g) International Service
- h) Vocational Service
- i) Community Service

### **Article 7 – District Finances**

#### **7.1 – District Budget**

The District Governor-Elect shall prepare a budget in Canadian currency for approval by the clubs in the district. For budget and reporting purposes, the rate of exchange shall be that established by Rotary International for the current time period. The proposed budget shall be presented to the District Finance Committee for review and recommendation at least 30 days before being presented to the presidents-elect no later than PETS and taken to their clubs for discussion. A vote will be taken within 30 days following PETS. Approval will require a positive vote by three quarters of the club presidents (or representative) voting.

#### **7.2 – Per Capita Levy and Insurance Fees**

The financing for the district budget (operations) shall be provided by all clubs in the district by way of a per capita levy on the members of those clubs. The levies and fees shall be invoiced in the currency of the club and payable within 30 days, based on the club membership on 1 July. In addition, for Canadian clubs sharing in the District Liability Insurance Program, there will be a fee charged each participating club based on club size, to cover the insurance premiums charged to the district excluding e-club members living permanently outside of Canada.

#### **7.3 – Funded Areas**

The District Funds shall be sufficient to meet the reasonable financial requirements of district functions, external functions, district committees and district administration.

#### **7.4 – Disbursement**

Disbursement of the District funds shall be by cheque requiring the signatures of the District Governor and District Treasurer. In the event that one of the signatories is unavailable for a significant period of time, the District Governor may appoint an alternate signatory. Expenditures may include:

- a sum to assist in underwriting the costs of the District Conference;
- a sum to assist the District Governor and District Governor-Elect and partners to attend the International Convention;

- a sum to assist the District Governor-Elect and District Governor-Nominee and partners to attend the respective training seminars and the Rotary Institute, that precedes the Zone Institute to which D7040 is assigned by Rotary International;
- a sum to assist the District Governor and partner to attend a Zone Institute;
- a sum to assist the District Trainers or the District Rotary Foundation Committee Chair to attend a Zone Institute;
- a budgeted amount to assist the District Governor-Elect in preparation and organization prior to becoming Governor;
- a budgeted amount, in the appropriate year, to assist the District representative to prepare for and attend the Council on Legislation;
- a budgeted amount, in the appropriate year, to assist the District Delegate to prepare for and attend the Nominating Committee for R.I. Director from the Zone to which D7040 is assigned by Rotary International;
- a budgeted amount, in the appropriate year, to assist each of the District Area Governors, for reimbursement of mileage for a maximum of 2 club visits per club and 2 training events in a Rotary year. Incoming District Area Governors shall be reimbursed to attend the Team Training Seminar and District Training Assembly.
- a budgeted amount for Chairs of Committees to reach out to Clubs to inform them about their particular committee to be reimbursed up to 5 visits and 2 training events in a Rotary year without prior approval from the District Governor. Any additional travel expense must have prior approval by the District Governor and must be consistent with Financial Procedures. Incoming Committee Chairs shall be reimbursed to attend the Team Training Seminar and District Training Assembly.

### **Section 7.5 Balancing of monthly bank accounts**

District bank accounts to be reconciled monthly and reviewed and signed by the District Governor and Treasurer at each District Council meeting.

### **Section 7.6 Non-budgeted expenses**

Any non-budgeted expense is to be approved by the Finance Committee and reported to the next District Council meeting.

### **Section 7.7 Review and/or audit**

- A) The District Annual Financial Statements shall be reviewed and/or audited each Rotary year. The Governor, Finance Committee or District Council has the ability to request a full audit, if judged to be required. The minimum standard is a yearly review.
- B) The Governor-Elect will appoint the Review Committee by 31 May each year for the following year. Review Committee will be composed of 2 Past District Governors, and a representative from the Finance Committee. Review Committee report should be available at least 15 days prior to District Conference and presented to the District Governor. Finance Committee will also be responsible for appointing and determining the fees applicable, with external auditor, if so required.

### **Section 7.8 Financial Practices – Clubs**

As Rotary/Rotaract clubs are independent in and of their own right, District 7040 cannot be held responsible for any financial problems incurred by clubs.

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It is very strongly recommended that clubs follow the RI suggested protocol that each club have at least two (and preferably three) signing officers; two of whom to sign for all financial transactions requiring signatures. This practice will help ensure the security of the club funds as well as help protect the club leadership from any financial irregularities.

### **SECTION II – NOMINATION OF THE DISTRICT GOVERNOR**

#### **Article 1**

In July, the District Governor shall advise the presidents of all clubs in the District that they may propose a candidate for consideration by the Nominating Committee, for selection as a nominee to serve as District Governor for the Rotary year three (3) years hence. All proposals must be submitted to the District Governor on or before 1 October on fully executed forms available from the Governor and on the District website.

#### **Article 2**

The Nominating Committee shall review all the submissions, select the best-qualified candidate and the Governor shall then publish to all clubs in the district the name and club of the nominee.

#### **Article 3**

In the event a club wishes to propose a challenging candidate for Governor-nominee the procedure for proposal, concurrence and subsequent ballot-by-mail shall be in strict accordance with the applicable RI Bylaws. (14, 14.020.8 and 14.020.11).

#### **Article 4**

In the absence of a challenging candidate, the Governor shall declare to all clubs in the district that the candidate of the District Nominating Committee is the Governor-nominee. The Governor shall certify the name of the Governor-Nominee to the RI General Secretary and the presidents of the clubs within fifteen days after such declaration.

#### **Article 5**

In the event that a District Governor-Nominee finds it impossible to assume the duties as District Governor or moves into the District Governor-Elect position early, the District Governor shall issue an invitation to all clubs in the district inviting proposals for a District Governor-Nominee. All proposals shall be reviewed by the Nominating Committee.

### **SECTION III – COUNCIL OF GOVERNORS**

All Past R.I. officers who are active members of Rotary clubs in the district shall act as an advisory committee to the Governor and be known as the Council of Governors. The Council shall meet at least twice a year at the request of the District Governor (Chair) for the purpose of obtaining current news and information about Rotary International and District 7040 and to provide such aid and counsel as may be requested. The Council of Governors is a purely consultative body and its actions or decisions do not commit or oblige the Governor.

### **SECTION IV – AMENDMENTS**

#### **Article 1**

These policies and procedures may be amended by a two-thirds majority of incoming presidents, or duly appointed representatives present and voting at the District Training Assembly or PETS, or by a

two-thirds majority of the presidents, or duly appointed representatives, present and voting at the District Conference or by ballot-by-mail. (Each club shall be entitled ...)

Voting procedures shall conform to R.I. By-laws – currently Article 14.040.1. “Any club with a membership of more than 25 shall be entitled to one additional vote for each additional 25, or major fraction thereof, of its members. Such membership shall be determined by the number of members in the club as of the date of the most recent club invoice preceding the date on which the vote is to be held. However, any..., etc.”

## **Article 2**

New proposals, changes or additions may be initiated by resolution from a club, the District Training Assembly, PETS or the District Council. All submissions must be presented to the District Governor not later than 60 days prior to a vote being taken by the clubs. Voting may be done at the District Training Assembly, PETS or the District Conference or by a ballot-by-mail.

All resolutions shall be reviewed by the District Legislative Committee, after which the Chair of the Legislative Committee shall distribute approved resolutions, along with the committee’s recommendations, to all members of the District Council and to the President-elect of each club not less than 30 days prior to the District Training Assembly or PETS, or to the President of each club not less than 30 days prior to the District Conference or a ballot-by-mail. At the District Training Assembly or PETS or the District Conference, the resolutions will be presented by the Chair of the Legislative Committee along with the committee's recommendations for action. Ballots from ballot-by-mail will be destroyed 60 days after the result is announced to the district.

## **SECTION V – SEXUAL ABUSE PROTOCOL**

### **Article 1 – Rationale**

The concern for protecting and nurturing youth/vulnerable persons is as old as Rotary itself. Programs for youth have been a central focus of Rotary from its earliest days, beginning with service to children with disabilities and projects to help boys. In 1949, the RI Board of Directors adopted the slogan ‘Every Rotarian an Example to Youth’. The Interact/EarlyAct, Youth Exchange, Rotary Youth Leadership Award (RYLA), Adventures and Rotaract programs epitomize Rotarians’ dedication to the healthy development of young people.

The RI Board of Directors (November 2002) adopted a “Code of Conduct” for working with youth, which states:

“Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians’ spouses, partners and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual or emotional abuse of young people/vulnerable persons with whom they come into contact.”

### **Article 2 – Policy**

The current District 7040 Youth Protection Policy can be found on the District 7040 website ([www.rotary7040.com](http://www.rotary7040.com)) under the Youth Service tab.

- *Original Version Approved at District Assembly April 29, 2000.*
- *Amended at District Assembly April 27, 2002.*

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- *General Revision approved at District Conference October 22 and 23, 2004.*
- *Section I, Article 5 –District Council – Amended versions of Paragraphs 2 & 3 approved at District Conference October 19, 2007.*
- *Section II, Article 1,3 – Nomination and selection of the District Governor - Amended at PETS 2008.*
- *Section II, Article 2 - Nomination and selection of the District Governor - Amended at District Conference October 29, 2010.*
- *General revision approved by email vote June 25, 2011.*
- *Section 7.5 (new) Financial Practices – Clubs, and SECTION I – ADMINISTRATION Article 6 – District Committees, and SECTION II – NOMINATION OF THE DISTRICT GOVERNOR - Article 1 – Amended at PETS, March 31, 2012*
- *Revision Section 7 Financial Practices- SECTION 1- Amended at District Assembly. April 20, 2013*
- *Revision Section 1, Articles 4, 5, 6.1, 6.2, 7.2, 7.4; Section 2, Article 2; Section 4, Article 2 – Amended by Club President electronic vote, adopted at District Council 20 June 2015.*
- *Revision Approved at 2017 District Conference, September 29, 2017*
- *Revision Approved by ballot by mail – Nominating Committee; Article 6.1 G November 9, 2018*
- *Revision Approved by ballot by email – Finance Committee; Article 6.1 E November 9, 2020*
- *Updated by District Council – status of Rotaract & remove vice-Governor position - Feb. 6, 2021*